



Community Action Organization of Erie County, Inc.

Funding Sources:
U.S. Dept. of H.H.S.
N.Y. State Dept. of State
County of Erie
City of Buffalo

70 Harvard Place ■ Buffalo, New York 14209 ■ (716) 881-5150 ■ Fax (716) 881-2927

JUNE 21, 2010

JOB NOTICE

IN-HOUSE/PUBLIC

The following position is available in our CAO New Venture Housing Program.

POSITION: INTAKE ELIGIBILITY WORKER

DUTIES:

Engage in activities to provide assistance to clients facing possible homelessness due to inability of pay rent or utilities. Conduct new client orientation of available programs. Learn HUD guidelines, rules and regulations for special programs. Create monthly/quarterly reports and annual reports. Contact Landlord/Utility Company to make arrangements. Schedule appointments, answer calls, assist with walk in's.

QUALIFICATIONS:

BA or 2 years related experience working with low-income families or individuals/primarily related to verification of income and or program eligibility. Must have knowledge of spreadsheets, Windows XP and the ability to carry out complex written and oral instructions.

SALARY: \$11.8087 per hour – TEMPORARY-FULL-TIME

Applications/resumes will be accepted at the CAO HR Department, 70 Harvard Place, 14209 or email resume to caohr@roadrunner.com until July 6, 2010

NO PHONE CALLS

JOB POSTING #129