



MAHUBE-OTWA Community Action Partnership, Inc.

Serving Mahnomen • Hubbard • Becker • Otter Tail • Wadena Counties

Our Mission... To Empower People to Achieve Self Sufficiency

Are you community minded and want to make a difference in your community?

Are you customer service oriented and resourceful?

Do you have a passion for helping others?

If you answered yes to any of these questions, consider applying today. MAHUBE-OTWA is actively recruiting service minded individuals with a strong independent initiative and excellent computer skills to work with our Energy Assistance Program as an **Intake Navigator**. Your workdays will consist of processing phone calls and walk-ins, scheduling appointments, completing intakes, processing applications and other paperwork, as well as providing services to clients and households. Go home each day knowing you made a difference!

Eligible applicants will have strong organizational, clerical, data entry, computer and communication skills as well as the desire to work, and full-time availability. Experience in customer service, call center, sales support or service roles is desirable. Demonstrated skill in tact and diplomacy when dealing with the general public and staff is required. Ability to adapt and be flexible in a transforming environment is a must. Experience working with diverse cultures strongly preferred.

Pay:	\$19.65-\$20.40
Schedule:	Day Shift, Monday – Friday
Remote:	No
Location:	Fergus Falls, MN
Benefits:	Health & Dental Insurance, Vision, Short Term Disability, Long Term Disability, Life Insurance, Retirement Plan, Holiday Pay, PTO and more...

Qualifications include but are not limited to:

- HS Diploma (or GED) plus Technical/Vocational certificate and 1 to 3 years related clerical experience. Equivalent combination of education and experience will be considered.
- The ability to work and communicate with people of all backgrounds; interest, training, or experience in working with programs for low-income households; and concern for low-income people is critical.
- Effective oral and written communication skills as well as the ability to express/exchange ideas and instructions to clients, the public or other employees.
- Good computer skills including working with email, Internet, data entry, computer files and databases.
- Strong independent initiative and ability to work effectively with limited supervision.
- Must be able to maintain privacy and confidentiality.
- Must have valid drivers' license.
- Must pass Background Study.

Why join the MAHUBE-OTWA family?

Be part of our team of passionate, purpose-driven colleagues who believe in our Agency values - Client Focused, Community Minded and Resourceful. Help us achieve our Mission to empower people to achieve self-sufficiency. Make a lasting impact in the fight against poverty and homelessness. Make a difference in the lives of others. Help us deliver tangible results that empower people and strengthen our communities.

A COMPLETED AGENCY APPLICATION IS REQUIRED as well as 2 work related letters of reference.

Complete application on our website WWW.MAHUBE.ORG/APPLY-NOW

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1125 West River Road, P.O. Box 747

Detroit Lakes, MN 56502

Equal Opportunity Employer