



COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

ADMINISTRATIVE OFFICE

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Cynthia W. Burton
Executive Director

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December 17, 2021

Internal Posting JOB ANNOUNCEMENT

Title: Energy Program Coordinator

Location: Tuscaloosa

Employment Classification: Regular Full-Time, Non-Exempt, Non-Safety-Sensitive

Summary of the Position: See Attached Job Description

Qualifications of the Position: See Attached Job Description

Duties and Responsibilities: See Attached Job Description

Salary and Application Procedures: Current employees may apply by submitting a letter of interest along with and updated employment application. Other interested applicants may apply by completing an employment application obtained from the website at www.cspwal.com or contacting the Human Resources department of CSP at (205) 469-1015, to request an application.

Deadline: Friday, January 14, 2022 by 12:00 p.m.

Community Service Programs of West Alabama, Inc. is an equal opportunity employer that does not discriminate on the basis of race, religion, gender, handicap status, age, genetic information, or national origin. CSP maintains a Drug Free Workplace Policy and the applicant is subject to pre-employment and random alcohol and drug testing. CSP operates a licensed children facility and applicants will be subject to criminal history background checks. CSP is an E-verify Employer. **EOE AA M/F/Vet/Disability.** All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability or national origin.

Community Service Programs of West Alabama, Inc. Job Description

Position Title: Energy Programs Coordinator

Department: Supportive Services

Reports To: Director of Supportive Services

Employment Classification: Regular full-time, non-exempt, non-safety-sensitive

Summary of Duties

The Energy Programs Coordinator is responsible for the management and supervision of all energy programs, personnel, facilities and equipment associated with the delivery of all energy assistance programs. The Energy Programs Coordinator is responsible to develop, evaluate and train to service processes which assure individual counseling and delivery of needed services to eligible clients.

Essential duties and responsibilities:

- Supervise client services staff in an 8 county area, including recommending hiring, promotion, evaluation, discipline and termination decisions; and providing ongoing training and development.
- Recommend the distribution of grant funds to the 8 county service area; continually assess delivery capability and available funding, and determine staffing and funding allocation to assure draw down of all grant monies within the grant cycle.
- Maintain accurate accounting of expenditures within area of responsibility and submit weekly, quarterly and annual reports to the Supportive Services Director, agency director, and funding sources, as required.
- Collect and maintain accurate data on clients and delivery of services, reporting as required to comply with agency and funding source requirements..
- Negotiate with community partners to obtain desired outcomes for clients.
- Assure that services to clients are delivered timely and in compliance with all agency and funding source guidelines.
- Develop and implement processes to administer and report new energy assistance grants and to assure that client needs are met.
- Assess and align client needs and program and partner resources throughout the service area, and recommend improvements.
- Determine partner service agencies and implement processes to assure that clients are appropriately referred to these, as it relates to energy assistance.
- Conduct staff meetings and trainings.
- Perform random file audits on all service county files to ensure compliance with energy assistance program and CSP guidelines.
- Perform other duties as assigned by the supervisor, verbally or in writing.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or*

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- ◆ Possession of a Bachelor’s degree in Social Work, Public Administration or related field ; AND/OR two years’ experience in delivery of social service programs..

Supervisory requirements: Provide direct supervision of staff positions for functions related to area of responsibility.

Certificates, Licenses, Registrations:

- ◆ Valid Driver’s License with liability insurance.
- ◆ Serviceable automobile.

Language Skills:

- ◆ Ability to communicate with diverse populations.
- ◆ Ability to effectively present information to clients.
- ◆ Ability to communicate in large and small group settings.

Mathematical Skills:

- ◆ Ability to maintain accurate account of expenditures and other budget requirements.
- ◆ Ability to compute simple math such as addition, subtraction, multiplication and division.
- ◆ Ability to use fractions and percentages.

Reasoning Ability:

- ◆ Ability to analyze problems confronted by program participants.
- ◆ Ability to define problems and draw valid conclusions.

Other Skills and Abilities:

- ◆ Ability to develop effective working relationships with staff members and program participants.
- ◆ Regular and predictable attendance.
- ◆ Ability to use MS Office and proprietary software programs to input, analyze and report data.
- ◆ Sensitivity to multi-racial and multi-cultural issues.
- ◆ Ability to work independently without direct supervision.
- ◆ Ability to meet deadlines.
- ◆ Ability to work in a constant state of alertness.

Physical Demands: *The physical demands listed described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities previously mentioned.*

While performing the duties of this job, the employee is routinely required to sit, talk, and hear. The employee is regularly required to stand and walk. Specific vision abilities required by this job include vision to operate a motor vehicle. Extensive writing is required and extended periods on the computer is customary. Multiple demands from several people are frequently required of the employee. The ability to write, read, listen, and speak is required of this employee.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.*

The noise level is variable in the work environment. Work is performed indoors and outdoors. The employee is expected to operate a computer, telephone and personal automobile.

The information contained in the job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned by the supervisor.

Created on: 02/21/2013

Reviewed by Board of Directors 12/3/2015

Reviewed by Board of Directors 01.19.2017

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