

Receptionist / Energy Assistance Iron County Human Services

Iron County Human Services is accepting applications for a full-time Receptionist / WHEAP Worker. The essential functions include but are not limited to reception services, scheduling appointments, scanning & uploading documents, fiscal, clinical & agency support, intake worker for the Wisconsin Home Energy Assistance Program (WHEAP) and providing information and assistance to the public. This is a full-time position with an hourly wage of \$25.64/hr.

Qualifications: An Associate Degree in a related field with two years of related work experience in a setting requiring confidentiality, OR an equivalent combination of training and experience, which provides the required knowledge, skills, and abilities. At least one year of experience with receptionist duties and training or experience in basic accounting procedures. Must be proficient in Microsoft Outlook, Xcel, and Word. Must have the ability to interpret and apply policies and procedures. The following experience is a plus: income tax preparation, processing claims for Medicare, Medical Assistance and private insurance, intake or other work with public benefit programs. Must possess a valid Driver's License and have access to a reliable, insured vehicle. Candidate must be willing to be fingerprinted, consent to background checks & authorize release of any investigative and criminal records. Occasional overnight travel is required for training purposes. Health insurance coverage and other fringe benefits are part of Iron County's benefit package.

Methods for requesting a job description and application along with submitting the complete application packets include:

- In person or mail: Iron County Human Services
300 Taconite Street
Suite 201
Hurley, WI 54534
Phone 715-561-3636
- By email: schmidtked@ironcountywi.org or ironhsd@ironcountywi.org
- By Fax Number: 715-561-2128
- Website: www.ironcountyhumanservices.org

To be considered for this position, a complete application packet including the Iron County Human Services application form, letter of interest, and resume' must be submitted no later than:

4:00 p.m. on Friday, February 10th, 2023

Applicants who applied for a position in the past 6 months need only submit an updated letter of interest.

Iron County is an Equal Opportunity Employer