



SHAWNEE DEVELOPMENT COUNCIL, INC.

530 West Washington St. - P.O. Box 298 - Karnak, IL 62956-0298

Phone: (618) 634-2201 - Fax: (618) 634-9551

www.shawneedevelopment.org

EMPLOYMENT OPPORTUNITY

SHAWNEE DEVELOPMENT COUNCIL, INC.

Is now accepting applications for

TEMPORARY LIHEAP VERIFIERS

QUALIFICATIONS:

Candidates must possess a High School diploma or equivalent, computer skills a must. Must be able to communicate effectively with wide range of personalities, including applicants, employers, utility vendors, etc. Must be courteous and willing to work with seniors, disabled and low-income families. Have the ability to work with the staff you are assigned and follow administration policies regarding customer information.

DUTIES AND RESONSIBILITIES:

Review all applications taken by outreach office staff in all seven county areas. The verifier must know and understand program rules and regulations of said program from application intake to the payment procedure in order to secure the proper documentation for LIHEAP application. Outreach duties will consist of taking LIHEAP applications and collecting documentation at the intake. Verifier will make phone contacts with outreach offices, LIHEAP customers and vendors.

Must be willing to travel as required and provide own transportation. Perform all duties as assigned for the promotion of the agency.

Temporary positions will have paid holidays and personal time.

Distribution Instructions: In house, County Outreach offices and Administration offices. Social media and Illinois job link.

Affiliations



Authorized Signature: _____

Date: _____

06/24/26



Shawnee Development Council, Inc. is an equal opportunity provider and employer

Serving Alexander, Hardin, Johnson, Massac, Pope, Pulaski and Union Counties





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EMPLOYMENT OPPORTUNITY

LIHEAP PROGRAM ASSISTANT

SALARY RANGE: \$28,210.00-\$34,580.00

MINIMUM QUALIFICATIONS:

High School diploma and/or equivalent, computer skills a must. Must be able to communicate effectively with a wide range of personalities, including applicants, employers, utility vendors, etc. Must be courteous and willing to work with seniors, disabled and low-income families. Have the ability to work with the staff you are assigned and follow administration policies regarding customer information.

DUTIES AND RESPONSIBILITIES:

Will be responsible for assisting the Program Manager with PIPP and furnace applications, verifying and processing client applications. Responsible for processing of bills, typing and answering telephone. Must be willing to travel for required meetings. Perform all duties as assigned.

BENEFITS:

There are 13 paid holidays and sick/vacation package. Shawnee Development Council pays life, dental and vision benefits. A matching retirement up to \$2500.00 per year for employees. All benefits require a 90-day probation period.

DISTRIBUTION INSTRUCTIONS:

Run: In house, Administrative Office and County Offices. Post on social media and Illinois Job Link.

Affiliations

Authorized Signature: _____

Date: _____

06/15/26



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