

# Memo

To: Program Directors  
From: Sarah Childress  
Date: July 1, 2020  
Re: Position Opening

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This position is currently open. Please forward this to your employees.

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**Job Title:** LIHEAP Compliance and Assurance 16 Specialist

**Location:** Monroe and Sevier NSCs

**Program:** LIHEAP

**Position Summary:** Reviews LIHEAP files to ensure compliance.

**Duties and Responsibilities:**

- Reviews participant files.
- Checks for correct documentation.
- Ensures that follow up for needed corrections are completed.
- Learn all aspects of eligibility requirements for LIHEAP.
- Prevents concerns and findings during monitoring.
- Ensures that all files will be paid correctly and reduces errors in calculations.
- Oversees the major responsibility of the Assurance 16 program paperwork, spreadsheet, calculations and determines and prepares outcomes report to Program Director.
- May answer phone or assist participant with application on occasion.

**Education Requirements:**

- High School Diploma required.

**Experience and Skills Requirements:**

- Six months experience in clerical work in a Social Work Program setting preferred.
- Computer proficiency required.
- Attention to detail is a must.

**Hours and Benefits:** Full-time; Non-Exempt

**To Apply:** Send resume to: DCEA Human Resources, Attn: LIHEAP Compliance and Assurance I6 Specialist- Monroe/Sevier, P.O. Box 1218, Morristown, TN 37816. EOE.