Memo

To: Program Directors

From: Sarah Childress

Date: August 23, 2019

Re: Position Openings

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

**Job Title**: Compliance Specialist

**Location:** Jefferson County

**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.
* May answer phone or assist participant with application on occasion.

**Education:**

* High school diploma or GED required.

**Experience and Skills Requirements:**

* Six months’ experience in clerical work preferred.
* Computer proficiency required.
* Attention to detail a must.

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

**To Apply:** Send resume to: DCEA Human Resources, Attn: Compliance Specialist, P.O. Box 1218, Morristown, TN 37816. EOE.