July 13, 2021

To: Isanti, Kanabec and Pine Scotsman & Advertiser, Moose Lake Star Gazette, Kanabec County Times, Bargain Hunter, Aitkin Independent Age and Mille Lacs Messenger

From: Robert Bones  Michael Spilman
Executive Director Energy Assistance Director

ENERGY ASSISTANCE APPLICATION CERTIFIER

Paid vacation and sick leave, retirement and health care benefit packages!
The Certifier's primary responsibility will be:

- review and process Energy Assistance Program consumer applications on computer system,
- look for completeness of application/determine eligibility for program assistance,
- file maintenance,
- outreach activities/actively refer households to other programs,
- type effectively and compose letters.
- Must be able to work with diverse and low income populations.

Individuals interested submit applications by 4:00 p.m., August 9, 2021. No resumes accepted. Must have a high school diploma or the equivalent. Minimum Salary: $12.38/Hr. Hiring for two shifts 6am to 2:30 pm Monday thru Friday and 10 am to 6:30 pm Monday thru Friday. For more information, an application, or special accommodations, call Lakes & Pines (320) 679-1800, or visit our website at www.lakesandpines.org. Women, minorities, individuals with disabilities and veterans are encouraged to apply. Lakes and Pines is an Equal Opportunity Employer.

Please send an invoice marked ATTENTION: Karen, Energy-Housing Department, along with a copy of the printed ad, to Lakes and Pines at the address listed below. If you should have any questions, please call 320-679-1800, Ext. #186.

Bill to: Energy/Housing Department
Lakes and Pines CAC, Inc.
1700 Maple Avenue East
Mora MN  55051

Please attach a tear sheet when billing for the ad.

Thank you.