Community Action Partnership of Ramsey & Washington Counties



INDEPENDENT CONTRACTOR OPPORTUNITY

ENERGY ASSISTANCE APPLICATION PROCESSORS

Community Action Partnership of Ramsey & Washington Counties (CAPRW) seeks experienced individuals to provide application processing services for the Energy Assistance Program (EAP) as independent contractors.

Prior experience processing Energy Assistance applications using Minnesota's eHEAT system is REQUIRED.

Selected contractors will review and process assigned Energy Assistance applications in accordance with program policies, procedures, and established deadlines.

Important Information:

- This is an independent contractor opportunity, not an employee position.
- This is a contractual relationship for services and does not establish an employer-employee relationship.
- Applicants must have previous hands-on experience processing EAP applications in eHEAT.
- Experience with electronic document management systems, such as Laserfiche, is REQUIRED.
- Compensation is based on completed applications that meet program requirements.
- Contractors must be able to work independently while maintaining accuracy, confidentiality, and compliance with program guidelines.

INTERESTED AND QUALIFIED INDIVIDUALS SHOULD SUBMIT THEIR INFORMATION TO

MLOR@CAPRW.ORG