



## Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

P.O. Box 430598

Pontiac, MI 48343-0598

Email: [EMPLOYMENT@olhsa.org](mailto:EMPLOYMENT@olhsa.org)

(248) 209-2615 FAX

Website: [www.olhsa.org](http://www.olhsa.org)

---

### CERA Program Reviewer

**Division:** Community and Energy Services

**Department:** Welcome Center Services

**Supervisor:** CERA Program Service Manager

**FLSA Status:** Non-Exempt

#### Qualifications:

1. Associates Degree in Human Services or related field required.
2. Two (2) years of experience working with computer applications and client data systems required
3. Strong critical thinking, interpersonal, verbal and written communication skills required.
4. Valid driver's license, current automobile insurance, and an automobile to be used for job related travel are required.

#### Job Mission:

To provide complete and accurate review of CERA applications to ensure program guidelines are being met.

#### Performance Standards:

1. Complete audits and generate reports to ensure complete and accurate client files.
2. Deliver direct case management to participants and address client concerns, as needed.
3. Submit approved payment requests to Welcome Center management for final approval.
4. Monitor and track the spend-out of CERA funding in collaboration with Finance, as needed.
5. Carry out all other duties as directed by supervisor.

#### Hours & Wage

40 hours per week; 52 weeks per year

\$17.07 per hour

**Location-** Pontiac

**Job Title:** CERA Program Reviewer

**Job Requirements (in an 8 hour workday)**  
Number of Hours - Select full Capacity

	Hours	Comments
Sit	5	
Stand	1	
Walk	1	
Bend/Stoop	1	

Movements	Yes/No	Comments
Crawl	Yes	
Reach above	Yes	
Crouch	Yes	
Balancing	Yes	
Squat	Yes	
Climb	Yes	
Shoulder level	Yes	
Kneel	Yes	
Pushing	Yes	

	Pounds	Comments
<b>Weight Carried</b>	<b>26-50 lbs.</b>	

	Pounds	Comments
<b>Weight Lifted</b>	<b>26-50 lbs.</b>	

**Date:** Aug 2, 2021