

## **Employment Opportunity...**

General Assistance Caseworker: Part-time position at outset. Possibly moving to full-time.

Beginning mid-July. Answers to the Township Supervisor.

Applicants must be bi-lingual (English/Spanish), be a High School graduate & familiar with Windows Operating System

- Handles day to day operations of the General Assistance Office & shares phone reception for Supervisor's Office including Senior/Disabled Bus scheduling
- Directs the General Assistance program as required by law including Community Work Program
- Is responsible for interviewing/screening applicants for Emergency Assistance
- Keeps confidential files/records
- Makes referrals to other agencies
- Accounts for cash donations to Pastors' Fund/ Accounts Payable related to GA/EA clients
- Acts as the Welfare Secretary for Salvation Army funds (on-line apps)
- Co-ordinates Holiday Adopt-a-Family program
- Processes LiHeap (help on gas & electric accounts) application on-line
- Takes applications for Access DuPage (medical assistance) program

Respond with resume to: [supervisor@winfieldtownship.com](mailto:supervisor@winfieldtownship.com)