

**General Assistance Department**  
**Position Description: Caseworker**

**Summary**

Assist with the distribution of township welfare funds through General Assistance and Emergency Assistance programs. Administer auxiliary services offered by the Department to township residents. Reports to the General Assistance Administrator.

**Duties**

**I. Casework**

- A. Determine client eligibility for various township programs through interview process and application of knowledge of state guidelines
- B. Establish on-going eligibility for existing clients
- C. Disburse approved township funds to qualifying clients
- D. Maintain current records, in both electronic and paper files
- E. Attend annual General Assistance Training Institute (GATI)
- F. Provide information and referral to other community resources
- G. Advocate for clients with outside agencies

**II. Information and Referral**

- A. Screen clients for eligibility for various non-township programs using knowledge of current guidelines
- B. Assist clients with completion of applications for, ATC, MDC
- C. Maintain current records, in both electronic and paper files
- D. Provide additional referrals to other township or community resources

**iii Seasonal Programs**

- A. Giving Garden: weigh, record and assess donated fresh fruits and vegetables for distribution
- B. School Days Campaign: assist with the collection, sorting, packing and distribution of classroom supplies
- C. Holiday Baskets: complete eligibility determination application and assist with distribution
- D. Adopt-A-Family: complete eligibility determination applications, assist with coordination of donations, and client distribution

**V. Meals on Wheels**

- A. Oversee caterer drop off and volunteer pick up
- B. Trouble shoot with coordinating agency as needed

**VI. Other**

- A. Assist with Seasonal Programs
- B. Assist in Food Party as needed, including sorting, stocking, and packing
- C. Clerical assistance as needed, including preparing thank you letters
- D. Other duties as assigned by General Assistance Administrator

**Meetings**

Attend Township Officials of Cook County Social Workers meetings quarterly. Additional meetings pertaining to position with approval of Director.

Interested candidates should submit resume by e-mail.