



Elk Grove Township

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. Represent the township at networking and social events. Reports to the Director of General Assistance and Community Outreach

Duties

1.) 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 electronic/paper format
- e.) Attend semiannual General Assistance Training Institute (GATI)
- f.) Provide information and referral to other community resources
- g.) Advocate for clients with outside agencies

2.) 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, but not limited to: Access to Care, Mobile Dental Clinic, Salvation Army, LIHEAP, etc
- c.) Provide additional referrals to other township or community resources

3.) Additional Responsibilities

- a.) Assist, as needed, with seasonal programs which includes application, coordination, and distribution
- b.) Attend community events, networking events, and trainings on behalf of the township
- c.) Assist in Food Panty as needed, including sorting, stocking, and packing
- d.) Clerical assistance as needed
- e.) Attend occasional meetings outside of business hours (with compensation) that pertain to the position
- f.) Other duties as assigned by Director of General Assistance and Community Outreach

Skills:

- Excellent oral and written communication skills
- Superb organizational skills
- Ability to interact with diverse groups of people
- Able to work independently and problem solve
- Discretion and confidentiality

Requirements:

- Minimum A.A degree or 3 years experience in social services or related field
- Proficiency in Word, Excel, and PowerPoint
- Desire to work with those in need
- Willingness to be flexible, learn new things, and ask questions
- Ability to work in a fast-paced office
- Experience with VisualGA program or bilingual desired, but not necessary.

Elk Grove Township does not discriminate on the basis of race, creed, color, ancestry, national origin, age, sex or handicap and complies with the provisions of the Equal Employment Opportunity Act.

Send Resume to: LMenich@ElkGroveTownship.com