



December 5, 2017

Social Worker/Caseworker

Location: Libertyville Township
359 Merrill Court
Libertyville, IL 60048
847.816.6800

Position: Full time with benefits

Work Schedule: 40 hours per week Monday – Friday 8:30 a.m. to 4:30 p.m.

Qualifications: The preferred candidate will have a Bachelor of Science Degree in Social Work or a related field and/or 3 years plus experience with Township mandated Emergency and General Assistance programs.

Specific Duties: Responsible for implementing the Emergency and General Assistance programs: verifying applicant information, screening for potential eligibility, presenting application to Township Supervisor for final determination of benefits and notifying application of decision in a timely manner. Staying current on changes to Emergency and General Assistance guidelines.

Responsible for the operations of the food pantry. Screening of applicants to determine eligibility, verifying residency and notifying applicants in a timely manner notice of decision. Responsible for the scheduling and coordination of food donation pick-ups and food pantry volunteers schedules. Coordinating Thanksgiving and Christmas Dinner program by distributing applications, verifying residency, coordinating food donations and organizing meal distributions.

Responsible for notifying and assisting with the completion of LIHEAP applications and forwarding the required documentation to Lake County Community Action Project Township residents.

Coordinate the Adopt-A-Family holiday program. Responsible for screening applications, verifying residency and notifying applicants in a timely manner eligibility determination. Work with community donors, contact area churches to ensure families have been adopted by one organization, coordinate gift drop-off and distribution.

Responsible for processing applications for financial assistance from Share the Warmth & Salvation Army Extension Center programs for eligible Township residents.

Develop a working relationship with community agencies to expand referral base.

Attend GATI sponsored trainings and Lake County Township caseworker meetings as appropriate.

Provide monthly and annual social service reports.

Position reports directly to the Township Supervisor.

Salary: \$50,000.00

Interested applicants may submit resume to koconnor@libertyvilletownship.us. Resumes will be accepted until position is filled.