

Job Title: Elgin Township Caseworker

Location: 729 S. McLean Blvd. Elgin, Illinois 60123

Job Type: Full-time, non-exempt

Salary: Minimum \$42,000/year plus benefits

Summary:

The Elgin Township Caseworker plays a crucial role in providing support and assistance to individuals and families facing financial challenges within the Township. Among other duties, the Caseworker will be responsible for assessing client needs, determining eligibility for assistance programs, and collaborating with community resources to ensure clients receive comprehensive support.

Qualifications:

- Strong communication and interpersonal skills
- Ability to work independently and as part of a collaborative team
- Familiarity with case management software and basic computer skills, including basic competency using Microsoft Word and Excel and with document creation
- Compassion, empathy, and a commitment to empowering individuals and families in need
- Working knowledge of Illinois state and local social services programs and resources
- Ability to perform duties with trust and confidentiality, adhering to the Township confidentiality policy
- Excellent customer service abilities including interpersonal skills
- Bilingual (English/Spanish) preferred
- Relevant certifications or licensure in social work or a related field preferred
- Bachelor's and/or a master's degree in social work, human services, or a related field preferred

Key Responsibilities:

- Client Assessment: Conduct thorough assessments of clients' financial situations, evaluating eligibility for general assistance programs and other relevant social services
- Case Management: Develop and implement individualized case plans, outlining goals, objectives, and action steps to address clients' immediate needs and promote long-term self-sufficiency
- Advocacy: Advocate on behalf of clients to access appropriate social services, healthcare, housing, and employment opportunities within the community
- Documentation: Maintain accurate and up-to-date case files, documenting client interactions, progress, and any relevant information in accordance with organizational and regulatory standards
- Collaboration: Collaborate with local agencies, non-profits, and other service providers to coordinate resources and ensure a holistic approach to client assistance
- Crisis Intervention: Provide referrals for crisis intervention and support during emergency situations, and connecting clients with appropriate resources

- Education and Outreach: Conduct educational outreach activities to raise awareness of available assistance programs, eligibility criteria, and community resources.
- Reporting: Prepare regular reports on caseload activities, program outcomes, and challenges, contributing to continuous improvement and program evaluation.

Other:

- Flexibility in work assignments and tasks essential to achieving the goals and responsibilities of the Township, including (but not limited to) office reception, directing callers/walk-ins/visitors, and scheduling appointments
- Attendance of offsite semiannual General Assistance Training Institute (GATI) and other training opportunities that may involve travel
- Assistance as needed with coordination and promotion of Township programs and seasonal events (Flyers, coordination, etc.)
- Willingness to work occasional evenings and/or weekends

How to Apply:

Interested candidates should submit a resume, cover letter, and three professional references to Elgin Township Supervisor Ken Bruderle at Elgin Township, 729 S. Mclean Blvd., Elgin, IL 60123. or send via email to ken.bruderle@elginTownship.com.

Application Deadline: Open until filled