



## JOB ANNOUNCEMENT

### CASEWORKER

Human Services

Salary: \$49,020—\$53,283

Open Examination # 1867

Grant funded/With Benefits

*6 months in duration with possible 6 month extension*

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**GENERAL DESCRIPTION:** Progressively responsible social service work involving the provision of employment assistance and referral service to clients.

**ESSENTIAL JOB FUNCTIONS:**

- Determines eligibility for medical assistance, energy assistance, food, shelter and related programs. Interviews clients and obtains and verifies related information.
- Determines amount of monetary assistance that can be provided. Authorizes and monitors payments to clients.
- Enters pertinent client information into computer and on a regular basis enters any changes in the client's status. Makes referrals to appropriate agencies where client needs can be met.
- Provides basic counseling assistance to families and individuals in relation to a variety of programs and needs. Makes home visits to clients as may be required.
- Maintains contact with community and social service agencies. Attends meetings when required. Assesses and advocates third party benefits.
- Prepares reports, completes forms and compiles information on completed work assignments.
- Maintains accurate case records.

**The test for this position will consist entirely of an analysis of your education, training and experience based on the application materials submitted by the deadline. Please be sure your response includes names of previous employers, job titles, dates of employment, number of hours worked per week, specific details of job duties and reason for leaving each position.**

**QUALIFICATIONS:** A bachelor's degree from a recognized college or university in social work, psychology, sociology or a related field, plus two years of progressively responsible experience in professional social services work.

*Copies of the complete job description are available in the Human Resources Department.*

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Apply before **4:30 p.m., Friday, June 5, 2009**, to the Human Resources Department, City Hall, 100 Broadway, Room 213, Norwich, CT 06360. **In order to be considered, applicants must demonstrate on their application that they meet the minimum qualifications as stated in the job announcement.** To obtain an employment application, visit our website at [www.norwichct.org](http://www.norwichct.org).

For questions or additional information, call (860) 823-3836

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

5/21/09