



CAREER OPPORTUNITY

Job Title: Outreach/Homeless Caseworker
Department: Madison County Community Development-Homeless Services
Reports To: Program Coordinator
Location: 130 Hillsboro Avenue, Edwardsville, IL 62025
Starting Salary: Madison County AFSCME Pay Step Plan Grade 8- \$19.50/hr
Hours of Work: Monday – Friday, 8:30 a.m. - 4:30 p.m.
Closing Date: September 26, 2017

QUALIFICATIONS

- Education: A bachelor's degree in Social Work, Human Services, or another related field
- Experience: One (1) year related experience
- A valid driver's license
- Ability to work with challenging populations and multi-task is preferred
- Good communication skills (written, verbal, phone) is preferred
- Strong computer skills is preferred
- Madison County, IL residency requirements must be met within 6 months of hire

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- interviews clients, prepares and completes intake forms, collects information, verifies and evaluates data, determines eligibility, etc.
- provides assistance and refers clients to appropriate resources, evaluates needs/resources and matches with service provider
- provides assistance to homeless people, arranges placement into available shelters, refers for services, assists with locating permanent housing, confers with shelter personnel and representatives, monitors client progress
- performs outreach and referral activities, responds to phone inquiries regarding services, provides information to agencies and organizations
- prepares related reports and maintains records/files
- performs public relations duties - speaks to various groups and organizations about programs and services available through Madison County Community Development
- performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above

Qualified individuals please submit applications to:

Sharon Trettenero- 130 Hillsboro, Edwardsville, IL 62025 or Jobs@co.madison.il.us

Visit <http://www.co.madison.il.us/jobs> for application and full posting.