



**People's Resource Center  
Job Posting – Summary**

*MEETING OUR COMMUNITY'S NEEDS  
NEIGHBOR TO NEIGHBOR*

## **Social Services Specialist**

### **POSITION OVERVIEW**

PRC is hiring a full-time (40 hours/week) Social Services Specialist to assist the Director of Social Services in developing and continually improving a Social Services program that responds to clients and program needs according to funding requirements. The Social Services Specialist's office will be located in Wheaton (201 S. Naperville Rd). Schedule will include occasional evenings and Saturdays. Travel between sites is required.

### **ESSENTIAL FUNCTIONS OF THE POSITION**

- Assist with the management and disbursement of financial assistance funds according to funder requirements – pre-screening/assessments, case management, follow-up process, respond to reporting requirements
- Coordinate and supervise specialized intake – manage process, resolve problems, and schedule, train, support, and supervise volunteers
- Assist with Family Connections – screening/assessments, case management and review
- Provide direct service to clients – assist with government applications, provide client referrals
- Assist Director of Social Services with supervising and training of Social Services Department Interns
- Assist with inputting of client data into all; identify issues and present solutions needed to conform to grant/agency requirements and enhance user experience
- Identify, analyze and recommend improvements to internal department procedures

### **POSITION REQUIREMENTS**

#### **Education and Experience**

- Bachelor's degree required preferably in humanities or a social service area
- 3 years of experience working directly with clients (one-on-one) required
- Supervisory experience required
- Knowledge of mainstream benefits preferred
- Knowledge of or experience in housing (building management, subsidized housing or working with landlords/building management groups) preferred
- Knowledge of local or DuPage County resources for low income residents preferred.

#### **Essential Skills, Knowledge, and Abilities**

- Enjoys working in a social service organization and with clients
- Able to work effectively with people from other countries and speaking other languages
- Able to compile, analyze and evaluate data
- Able to maintain a high level of confidentiality
- Highly organized with a great attention to detail
- Strong communication and training skills
- Able to work independently with some guidance and direction
- Proficient in MS Word, Excel, Outlook and Internet search engines; Knowledge of HMIS systems (Service Point), MS Access and Google Docs preferred

### **APPLICATION PROCESS**

To apply, please send your resume, cover letter and salary expectations to [resumes@peoplesrc.org](mailto:resumes@peoplesrc.org).

**APPLICATION DEADLINE: WEDNESDAY, MAY 31, 2017**

No phone calls, no faxes please. People's Resource Center is an Equal Opportunity Employer

Detail job posting can be found on our website [www.peoplesrc.org](http://www.peoplesrc.org)