

# POSITION OPENING

## INFORMATION & ASSISTANCE SPECIALIST

Full-time position available in our Aging & Disability Resource Center. The purpose of the I & A Specialist position is to provide the general public, but particularly adults who are elderly or disabled, with information and referral to a wide range of community resources; help inform and educate people about their options; assist in connecting them to programs, services and public benefits as well as to be an advocate for them if needed; and to provide access to, determine eligibility for, and provide enrollment into available long-term care managed care programs.

**Classification:** Social/Case Worker I      Grade 61  
                          Social/Case Worker II     Grade 62

**Qualifications:** Bachelor's degree from four-year college or university and at least one year of experience working with at least one of the target populations for a SW/CW I position, or at least two years of experience working with at least one of the target populations for a SW/CW II position. An equivalent combination of education and experience may be considered. The person shall possess knowledge regarding the service delivery system, the needs of the recipient group/groups to be served, and the resources available or needing to be developed. Also requires knowledge of personal computers, computer software applications and data imputing experience, case assessment, planning and management skills, knowledge of long-term care resources.

Reply to Amber Russell, ADRC Supervisor, N3152 SR 81, Monroe, WI 53566 or arussell@gchsd.org.

*An equal opportunity employer, the County of Green will not discriminate on the basis of disability status or Limited English Proficiency in admission or access to or treatment of employment or in its programs, services or activities. Green County requires a drug screening as part of its employment process. Upon hiring, a physical exam is required.*

*January 11, 2019*