

JOB ANNOUNCEMENT

The City of Norwich announces a closed promotional and an open examination to fill a vacancy and establish an eligibility list for the following classification:

51764 – COMMUNITY CASEWORKER

Human Services Department

Open Until: March 17, 2022 at 04:30 PM EST

Rate of Pay: \$60,048.63 - \$65,270.25



General Description

This is responsible case work involving the general day to day activities and organization of applicants to the CDBG CARES Program for assistance primarily in the form of rent and utility aid. Work involves responsibility for guiding clients through the application process including, but not limited to, performing client intakes, identifying and keeping track of all documentation submitted, and referring clients to additional programs and local resources. As a liaison for our community partners, the community caseworker will be responsible for regular communication, providing the most up to date information, tracking submission progress, and answering questions that local caseworkers and their clients may have. The caseworker is also responsible for tracking client demographic information and the assistance awarded for the entire department in preparation for the cumulative report that will be submitted at the conclusion of the program for state review.

Qualifications

A bachelor's degree in a human service related field, plus two recent years of responsible experience in human service related work. Recent is defined as being within the last three years.

Important Information

In order to be considered, applicants must demonstrate on their application they meet the minimum qualifications as stated in the job announcement.

You must reside within the State of Connecticut, 60 miles from Norwich within one year of appointment.

The complete job description is available online.

Examination will consist of 100% written.

To apply visit our website at www.norwichct.org/hr.
For questions or additional information, call (860) 823-3836.
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

2/24/2022 *Bhm*