



## Northfield Township

**Title of position:** Case Worker

**Position type:** Full-time (40 hours a week), non-exempt, occasional weekend and evening hours

**Reports to:** Township Supervisor and Township Administrator

**Hours:** Monday – Friday 8:30 am – 4:30 pm, occasionally attend events on the weekend or evening hours

**Start Date:** March 2022

**Salary and Benefits:** Salary: \$50,000-\$54,000

Northfield Township offers a comprehensive benefit plan which includes generous contributions to medical, dental, vision and the Illinois Municipal Retirement funds, optional 457 plan and paid vacation, sick, personal and holiday time.

**Location:** Northfield Township Government Office, 2550 Waukegan Road, Suite 100, Glenview, IL 60025

Northfield Township Government office provides a variety of services to the residents of Glenview, Northbrook and Northfield, Illinois.

Join a friendly, professional team focused on providing outstanding service to the residents of our community.

**Description of responsibilities:** The Township Case Manager assists residents who are facing challenging life circumstances and connects them with the appropriate programs and services. By evaluating each individual's situation in a fair and supportive manner, the case manager determines the best programs to address the individual's needs and assists them in the application process or with referrals to partner organizations.

An ideal candidate would have a passion for human services, with a bachelor's degree and three to five years of work experience in social services or a related field. Possess strong communication and interpersonal skills and the ability to relate to individuals from diverse ethnic, cultural and socioeconomic backgrounds and work with them in a fair, supportive and cooperative manner. Provide excellent customer service skills, along with the ability to operate in a team setting with a positive and energetic attitude. Ability to use sound judgment in crisis situations. Ability to handle confidential material and information in an ethical and professional manner.

Must be proficient in Microsoft Office, Google Workspace and data entry with excellent analytical and decision-making skills while following policies and procedures.

Bilingual required: fluent in speaking and writing in Spanish and English.

How to apply: Email a cover letter and resume to Gayle Curcio at [gaylec@northfieldtownship.com](mailto:gaylec@northfieldtownship.com). To view the complete job description, visit [www.northfieldtownship.com](http://www.northfieldtownship.com).

Closing date: February 28, 2022

*Northfield Township is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*