

**WHEELING TOWNSHIP  
JOB DESCRIPTION**

**POSITION TITLE – ASSISTANT DIRECTOR OF GENERAL ASSISTANCE**

**INTERNAL RELATIONS**- Directly supervised by the Director of General Assistance. The Director of General Assistance reports directly to the Township Supervisor or the Director of Finance and Administration.

**ESSENTIAL RESPONSIBILITIES**

1. Assist the Director in all General Assistance duties adhering to the approved General Assistance Handbook.
2. Assist the Director in all Emergency Assistance duties adhering to the approved Emergency Assistance Handbook.
3. The Assistant Director will represent as Acting Director in the absence of the Director of General Assistance and represent as Acting Coordinator in the absence of the Food Pantry Coordinator.
4. Screen applicants to determine potential program eligibility, including Walk In's.
5. Qualify applicants & process auxiliary program applications, including, but not limited to: Access to Care, Mobile Dental Clinic, LIHEAP, Salvation Army, Angel Fund & Food Pantry.
6. Qualify applicants & process seasonal program applications, including, but not limited to: School Supplies, Thanksgiving and Adopt a Family for Christmas.
7. Keep accurate & up to date electronic and paper files for each client at all times.
8. Process Vendor Payments for check issuance in the absence of the Director.
9. Assist with food donation receiving and distribution.

**OVERVIEW OF POSITION'S DUTIES**

1. Furnish applications for eligible programs. Assist clients with completion of same, as needed.
2. Request all documents or information pertinent to the case and review completed application.
3. Determine eligibility of client and/or make referrals to other social service agencies.
4. Ensure a DHS application has been completed for each client as appropriate. Assist with completion of same if needed.
5. Make referrals that will further assist applicants, i.e.: SNAP, housing, employment, counseling, substance abuse treatment, LIHEAP, etc.
6. If approved GA case, enroll in appropriate Community Work Program activities based on case type and verify continued participation/compliance.
7. Coordinate CWP assignments performed at Town Hall and follow up on those performed off site.
8. Prepare Disbursing Orders for gasoline, food, rent and personal essentials, etc.

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9. Prepare Vendor Payments for shelter, utilities, etc.
10. Dispense food to clients upon request.
11. Accept donations from individuals/organizations/corporations.
12. Assist with preparing list and organize donations matching families/individuals to donors.
13. Assist with coordinating volunteers to organize/prepare food baskets, gifts, etc.
14. Assist with coordinating the distribution of food/gifts.
15. Contact DHS regarding clients' applications as needed.
16. Process auxiliary program applications in accordance with adopted guidelines.
17. Process seasonal applications in accordance with adopted guidelines.
18. Assist Director of GA with preparation of monthly statistical report for department.
19. Maintain in-depth knowledge of GA and EA Handbooks.
20. Maintain ongoing, up to date knowledge of various agencies within the community offering programs that may further clients.
21. Attend meetings, workshops, or training sessions as directed by immediate supervisor.
22. When instructed by the Director of General Assistance, assist with other projects or departments as needed.
23. Other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

1. Bachelor's degree in social work or social services related field
2. Minimum 2-4 years working with General Assistance and Emergency Assistance
3. Proficiency in Microsoft Office Suite
4. Proficiency in using VisualGA.net software
5. Established experience interviewing applicants and recipients
6. Ability to multi-task in an environment with frequent distractions
7. Willingness to assist residents in need from diverse populations
8. Ability to problem solve independently
9. Bilingual preferred: Spanish or Russian

This job description does not constitute an employer agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The aforementioned list of job responsibilities is not intended to be a comprehensive listing of responsibilities and may change at the discretion of the Township or new responsibilities may be assigned at any time.