



THE COMMITTEE OF 25 FOR HANDICAPPED CHILDREN

HELP WANTED

CASE WORKER – PART-TIME

The Case Worker's duties include, but are not limited to: interviewing Applications for Aid, maintaining records of assistance applied for, making recommendations to the Board of Directors for cases to be approved, ensuring that decisions of the Board are fully implemented, and liaising with insurance companies and other agencies. A general knowledge of medical terminology would be helpful. The successful applicant must have good written and oral communication skills, good interpersonal skills and be computer literate. The post holder should demonstrate integrity and a positive work ethic.

The Case Worker will work in conjunction with the Secretary, assisting where necessary with Office and Fundraising functions. This position requires 20 hours per week, spread over a five-day work week, plus attending Board Meetings, reporting to the Chairman and assisting with fundraising activities.

Applications for employment should be addressed to the CHAIRMAN, Committee of 25 for Handicapped Children, P.O. Box HM 927, Hamilton HM DX and should be received no later than November 4, 2011. Applications must include a record of employment and two letters of reference.