

JOB OPENING - OAK PARK TOWNSHIP
Older Adult Benefits Administrator – FULL TIME - Exempt

Oak Park Township is seeking a full time Older Adult Benefits Administrator to serve as a member of the Senior Services team to strengthen our community through programs that support the health and well-being of all Oak Park residents. We are a community of professionals dedicated to the dignity and well-being of everyone we serve, regardless of their means, backgrounds, or abilities.

The Older Adult Benefits Administrator 1) addresses the needs of our community assisting older adults in need of public benefits; 2) oversees operation of the benefits team in an open, inclusive, and fiscally responsible manner while maintaining or improving service quality to staff, program participants, vendors, and other partners; 3) increases collaboration with community partners & provides volunteer opportunities to enhance service provision while conserving funds.

The Older Adult Benefits Administrator will:

- Serve as supervisor and lead staff person for the benefits team – staff, volunteers, & interns
- Coordinate and train team members for efficient operation of benefits programs
- Monitor service provision and adjust outreach efforts and appointments in alignment with goals as outlined in the funding award
- Organize, conduct, and report outreach and education to the community and partners about benefits and services available
- Maintain all required files, records, and reports
- Collect, enter, and analyze data for all benefit programs
- Submit all necessary reports to funders
- Attend meetings and various training seminars and conferences as required (Minimum 10 training hours/year)
- Create a friendly, open, and welcoming environment through inclusive engagement with all participants, volunteers, and staff
- Lead team by providing backup coverage for other members of the benefits team, as needed

The position requires a Bachelor's Degree in social work or other human services field, one year of direct program experience working with benefit programs. Successful candidates must possess strong interpersonal skills, work well as part of a team, demonstrate tact, and show sensitivity to the needs of older adults. Background checks are required for all candidates. Experience with Microsoft Office, databases and applicant tracking systems a plus.

Oak Park Township is an Equal Opportunity Employer and a COVID-19 Aware environment with mandated vaccination requirement for staff and following local safety protocols.

If you'd like to join our team in making a difference each day, please look for more information on the Oak Park Township visit our website and for a complete job description:

<http://www.oakparktownship.org>.

Interested applicants should submit a resume via email by July 1, 2022 to Pamela Mahn, pmahn@oakparktownship.org.