

**AJFC COMMUNITY ACTION AGENCY, INC  
POSITION OPEN  
CSBG/LIHEAP  
CASE WORKER II**

**CASE WORKER II**

A college degree, preferably in Social Work or a related field and at least three years working in a social services environment. Experience in working with at risk population, providing various social services is a plus, with a broad knowledge of the community and its resources. Ability to work with clients, scheduling appointments, interviewing, counseling , completing client intakes to determine client's needs for financial assistance, performing client follow-ups, managing case work, including developing reports and tracking data to meet overall program goals. Must be proficient in using Microsoft tools, and demonstrate a capacity to communicate professionally verbally and in writing. Have daily access to an automobile.

**Duty Station: Franklin County Office (1)**

**Candidates who are interested in this position MUST mail their cover letter, resume, three letters of reference, proof of Diploma or Degree and Transcript to:**

**Human Resource Department  
AJFC Community Action Agency, Inc.  
P. O. Box 3011  
Natchez, MS 39121  
Fax to: (601) 442-9572**

**Deadline to apply for this position is Close of Business (COB), May 3, 2019**

**“An Equal Opportunity Employer”**

**AJFC COMMUNITY ACTION AGENCY, INC**