



**Elk Grove Township**  
**Social Services Department**  
**Position Description: Director of Social Services (Full Time)**

**Summary**

Full-time, exempt position responsible for disbursing Township welfare funds through General Assistance and Emergency Assistance programs according to State guidelines. Responsible for all programs administered by the Social Services Department. Represents the Township at networking, community outreach and social events. Supervises Caseworkers and Program Support Specialist(s). Reports to Township Supervisor.

**Primary Duties and Responsibilities**

**Program Related Duties**

**I. General Assistance and Emergency Assistance Casework**

- Eligibility determination & interviewing of clients
- Overseeing caseworkers & their cases
- Trouble shooting difficult cases
- Weekly caseload progress report/discussion of case direction
- Monthly caseload review
- Yearly re-determination for clients
- Responsible for training staff and keeping current with General Assistance and Visual GA updates
- Produce monthly reports for monthly Board Meetings, and others as requested
- Contribute to the preparation of departmental budgets
- Present information to governmental, educational and non-profit organizations about Township services

**II. Auxiliary and Seasonal Programs-Provide Information, Coordination and Assistance**

- Low Income Home Energy Assistance Program (LIHEAP)
- Salvation Army
- Back to School Blast Off
- Thanksgiving Baskets
- Operation Christmas
- White Christmas Drive
- Other Outreach Programs that may be developed

**III. Administrative**

- Receive and Answer department e-mail
- Work with VisualGA software creators when necessary
- Monthly statistical report for Board
- Contribute information to be included in Township Newsletter and Social Media posts on a quarterly and monthly basis, respectively
- Ensure programs meet legal requirements

- Collect Statistical Information for use in improving

#### IV. Other Primary Duties:

##### Supervisory

- Manage and Assist staff with daily challenges
- Complete yearly staff evaluations and reviews
- Provide recommendations to Township Supervisor for salaries
- Oversee HR issues such as vacations, sick time, etc.

##### Meetings

- TOI Annual Conference
- Attend General Assistance Training Institute (GATI) annual/as needed
- Elk Grove Township Agency Collaborative (EGTAC)-Lead a group of approximately 50 area social services agencies. Purpose is to collaborate and share information and resources. (2X/Year)
- TOCC Division Meetings (Quarterly)
- Elk Grove Village Community Character Coalition (Monthly)

##### Community Outreach

- Social Workers at School Districts # 59 & 214
- Social Workers at Cities & Villages within Elk Grove Township
- **Other Agencies:** Department of Human Services, Social Security Administration, Illinois Department of Employment Services and others

##### Budgeting

- Oversee and propose department expenditures
- Update yearly GA grant level, including categorical allotments, & disregards
- Update yearly EA income guidelines, payment levels & disregards
- Program Expenses budget by type

##### **Credentials and Experience**

- Bachelor's degree in Social Work or related field or commensurate experience.
- Supervisory experience

##### **Work Environment**

- Elk Grove Township operates as a professional work environment. Individual employees are expected to act, dress, and respond to the public in a controlled, professional and competent manner. Given the significant importance of this position to the Township and its residents, regular, in-person attendance at the Township is essential.

The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.

Elk Grove Township does not discriminate on the basis of race, creed, color, ancestry, national origin, age, sex, handicap or any other protected classification and complies with the provisions of the Equal Employment Opportunity Act.

Interested candidates are asked to email a resume and cover letter to Elk Grove Township Administrator Paul Pioch at [PPioch@ElkGroveTownship.Com](mailto:PPioch@ElkGroveTownship.Com)