

Part-Time Information & Assistance Specialist

Oak Park Township Senior Services is seeking a part-time (25/hr per week) Information & Assistance Specialist. Primary responsibilities of this job include:

- Researching, collecting, and updating resources available to assist older adults and adults with disabilities
- Providing information to older adults, adults with disabilities, and their family members about community programs and services available to enhance their quality of life
- Assessing consumer needs and linking them to the appropriate resources
- Educating the public regarding the various services available to older adults and adults with disabilities

The successful candidate will possess the following skills:

- Excellent interpersonal and customer service skills
- Ability to work effectively in a team setting, including cross coverage of other duties within department
- Computer proficiency including the use of the internet, entry of information into electronic database, and Microsoft Office suite (Word, Excel, Outlook).

Requirements of the position:

- **Bachelor's Degree required** (preferably in a social service or gerontology field)
- Previous experience working with older adults or adults with disabilities a plus

Please email cover letter and resume to the attention of Christopher Fox at cfox@oakparktownship.org. No phone calls please.

Equal Opportunity Employer