



**JOB TITLE: VOLUNTEER CASEWORKER    POSTING DATES:**  
**FROM: OCTOBER 18, 2011**  
**TO: NOVEMBER 30, 2011**

**HOURS:    15 TO 25 HOURS,    Monday – Friday**

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**NATURE OF WORK**

Under the supervision of the Quality Assurance of Manager, this individual is responsible for assisting with applications within the Department of Social Services (DSS) Energy Assistance Program; reviews applications for accuracy; refers clients to other services and performs needs assessment; maintains daily record of applications; informs applicants regarding their rights, responsibilities, and program procedures; ensures all forms of income verification and documentation are complete; participates in training sessions required by CAANH & DSS; enters computer data on a timely basis; performs other tasks assigned.

**MINIMUM REQUIREMENTS**

The individual must be a high school graduate (Degree preferred) and should relate well with both clients and staff; should have good writing and verbal skills, good organizational skills, with the ability to work under pressure when necessary. Individual should have good computer skills. Valid Connecticut Driver's License and Bi-lingual plus. Great experience for recent graduates or someone interested enhancing their work experience.

Interested applicants may submit resumes to:

**Community Action Agency of New Haven, Inc.**  
Atten: Human Resources  
781 Whalley Avenue  
New Haven, CT 06515  
Fax: (203) 397-7475  
E-mail: [caanhjobs11@caanh.net](mailto:caanhjobs11@caanh.net)  
**Please Forward Resume and Letter of Interest  
to Human Resources by 4:00 PM on Closing Date.**

COMMUNITY ACTION AGENCY OF NEW HAVEN, INC.  
IS AN EQUAL OPPORTUNITY EMPLOYER

Immigration Reform and Control Act of 1986 requires the hiring of only American Citizens and aliens, who are authorized to work in the United States.

The Community Action Agency of New Haven offers pathways to prosperity to those in poverty in the Greater New Haven area through:

- ◆ Service
- ◆ Collaboration
- ◆ Advocacy
- ◆ Knowledge Generation