



한울 종합복지관

Hanul Family Alliance

CHICAGO
5008 N. Kedzie Ave
Chicago, IL 60625
T: (773) 478-8851
F: (773) 478-8552

NORTH SUBURBS
1166 S. Elmhurst Rd
Mt. Prospect, IL 60056
T: (847) 439-5195
F: (847) 439-5197

LAKE COUNTY
2900 N. Main St, 1st FL
Buffalo Grove, IL 60089
T: (847) 393-7488
F: (847) 393-7517

Position: Senior Service Coordinator

Employment type: Full-time

Office Location: Suburban Office (1166 S Elmhurst Rd, Mt Prospect, IL 60056)

Description:

- Ensure provision of quality individual assistance and public education to senior clients and other low-income population with accessing various governmental and non-governmental benefits and community resources to help them select best options and assistance in securing needed services.
- Conduct education and outreach.

Responsibilities:

Individual Assistance

- Stay current with federal and state senior assistance program changes and policies and provide necessary information to staff and volunteers in the Senior and Social Services Program.
- Provide individual benefit assistance with Low Income Home Energy Assistance Program (LIHEAP) and SNAP from initial intake to follow up calls.
- Contact governmental agencies and other social service providers regarding client's entitlements or for the purpose of making interagency referrals; provides linkages of clients to appropriate resources in accordance with specified referral procedures.
- Keep records of assistance cases.
- Attend trainings and workshops to be trained and receive most up-to-date information about LIHEAP and SNAP.

Public Education and Outreach

- Responsible for promoting and publicizing programs and activities to increase awareness and participation.
- Plan and coordinate senior outreach services in the suburban senior buildings, churches and other community organizations.

Other

- Complete and send required reports to funders while keeping up-to-date with meeting assigned goals.
- Update client information in Hanul's Client Data Management system as well as other reporting systems.

Qualifications:

- Bachelor's degree in social work, gerontology or other human service field.
- Experience in the field of senior services and/or nonprofit organization preferred.
- Must be bilingual (Korean & English) and have bi-cultural knowledge.
- Must have basic Microsoft Office skills (Word, Excel, PowerPoint, Publisher, etc).
- Working knowledge of governmental and non-governmental programs and community resources preferred.
- Ability to prioritize workload to effectively utilize time, volunteers, and facilities.
- Must have a friendly disposition and caring attitude toward older adults.
- Highly motivated, energetic, and confident in leadership skills.



한울 종합복지관

Hanul Family Alliance

CHICAGO
5008 N. Kedzie Ave
Chicago, IL 60625
T: (773) 478-8851
F: (773) 478-8552

NORTH SUBURBS
1166 S. Elmhurst Rd
Mt. Prospect, IL 60056
T: (847) 439-5195
F: (847) 439-5197

LAKE COUNTY
2900 N. Main St, 1st FL
Buffalo Grove, IL 60089
T: (847) 393-7488
F: (847) 393-7517

- Ability to establish and maintain working relationships with program participants, co-workers, supervisors, partner agencies, volunteers, community leaders, and funders.

How to Apply: Submit a resume and a cover letter to hanul@hanulusa.org.

All staff, volunteers and clients inside the Hanul office buildings are required to wear a mask at all times.