



# 한울 종합 복지관

## 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**  
300 Knightsbridge Pkwy Ste 125  
Lincolnshire, IL 60069  
T: (847) 393-7488  
F: (847) 393-7517

**Position:** Social Service Coordinator

**Employment type:** Full-time (Exempt)

**Working Hours:** 8:30 AM - 4:30 PM, Monday - Friday

**Base Location:** Mt. Prospect Office (1166 S. Elmhurst Road Mt. Prospect, IL 60056)

**Travel Requirement:** Must be able to travel to Chicago Office (5008 N. Kedzie Ave, Chicago, IL 60625) at least two times a week.

### Description:

- Ensures provision of quality individual assistance and public education to senior clients and other low-income populations with accessing various governmental and non-governmental benefits and community resources to help them select the best options and assistance in securing needed services.
- Reports to the Senior and Social Service Manager and Director of Healthy Aging.
- Reports to the Chicago office two days per week and to the Suburban office three days per week.

### Duties and Responsibilities:

#### **Individual Assistance**

- Stay current with up-to-date federal and state senior assistance program changes or policies and provide needed information to social service coordinators, volunteers, and other part-time workers that are under the Senior Service Program.
- Provides individual benefit assistance with federal and state senior assistance programs such as Medicare, Medicaid, SNAP, LIHEAP, Benefit Access Program, prescription drug discount programs, senior tax freeze, subsidized senior housing, etc.
- Contacts governmental agencies or 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.
- Keeps records of assisted cases using programs required by funded agencies (IFRP, SNAP, SHIP, etc.) and the Hanul Client Management System as well as physical filing using the client folder system.
- Responsible for data entry and updates in assigned databases (Salesforce, STARS, AgingIS).
- Must attend training and workshops to be trained and receive most up-to-date information on public benefits.

#### **Public Education and Outreach**

- Responsible for promoting and publicizing programs and activities to increase awareness and participation.
- Plan and coordinate senior outreach services in senior buildings, churches, and other community organizations.
- Work with the Senior and Social Service Manager and Director of Healthy Aging to develop outreach and public education strategies.



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## Other

- Attend meetings and training to network and cultivate relationships with other service providers, funders, and government agencies.
- Participate in the agency's fundraising activities and events.
- Assist in developing new senior programs and services for the Chicago and Mt. Prospect Offices.

## Qualifications:

- Bachelor's degree in social work, gerontology, or another human service field.
- Experience in the field of senior services and/or nonprofit organization preferred.
- Must be bilingual and have bi-cultural (Korean-English) 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 develop, coordinate, and direct varied activities and events.
- 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.
- Ability to establish and maintain working relationships with program participants/co-workers/supervisors/partner agencies/volunteers/community leaders/funders.

## Benefits include

- Paid time off
- Health and Dental Insurance
- 401(K)
- Mileage Reimbursement
- Free lunch from Hanul kitchen
- One day per week Remote Work Option

**How to apply:** Send your cover letter and resume to [hanul@hanulusa.org](mailto:hanul@hanulusa.org) indicating your desired position in the subject line.

**Visit Our Website:** [www.hanulusa.org](http://www.hanulusa.org) to learn more about the organization.



**직책 : 소셜 서비스 코디네이터**

**고용형태 : 풀타임 (full-time)**

**근무시간 : 월 - 금, 8:30am - 4:30pm**

**근무처 : 한울 북부 사무소 주 3 회, 시카고 사무소 주 2 회 근무**

**담당 업무 :**

- 저소득층 및 노인을 위한 다양한 공공·민간복지 프로그램 신청 지원 및 사례관리 제공
  - 연방·주정부 노인복지 프로그램 및 정책을 상시 모니터링, 이에 맞추어 정보 공유 및 클라이언트에게 서비스 제공
  - 메디케어, Benefit Access, 메디케이드, SNAP (푸드스탬프), 노인 대상 세금동결, 노인 아파트 신청, LIHEAP (에너지 보조 프로그램) 등 다양한 복지 프로그램 관련 상담, 신청, 유지 지원
  - 클라이언트와 정부 기관 및 타 기관 소통, 연계서비스 및 리퍼럴 제공
  - 클라이언트 케이스 파일 관리
  - 한울 및 펀딩기관 데이터베이스에 데이터 입력 및 관리
- 공공·민간복지 프로그램 관련 교육, 발표회, 홍보 행사 계획 및 개최
- 타 기관 및 조직과의 네트워킹
- 시니어 소셜 서비스 매니저 및 노인복지 디렉터 업무 보조
- 한울 시카고 사무소로 2 일 출근, 북부 사무소로 3 일 출근

**자격조건 :**

- 학사학위 또는 동등한 경력 소지자
- 한국어/영어 이중언어 가능자
- 컴퓨터 사용 필수 (G-Suite, Microsoft Office, Zoom, etc)
- 비영리 단체 또는 연장자 관련 서비스 경력자 환영
- 운전면허 소지자



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### 혜택

- 유급 휴가, 병가
- 건강 및 치과 보험
- 401(k) 은퇴연금
- 무료 점심
- 주 1 회 재택 근무 옵션

신청방법: 영문 이력서와 커버레터 [hanul@hanulusa.org](mailto:hanul@hanulusa.org) 로 제출

문의: [elee@hanulusa.org](mailto:elee@hanulusa.org) 847-439-5195 ext.204