

## **Township Assistance Investigator Guilford Township – Hendricks County**

Opening Date: August 12, 2022

Closing Date: Open until position is filled.

The Guilford Township Trustee is seeking qualified applicants for a part-time Township Assistance Investigator. Guilford Township assists residents with emergency assistance from the office located at Hummel Park in Plainfield, Indiana.

Description: The Township Assistance Investigator is responsible for township assistance including interviewing, assessing, investigating, verifying, and documenting clients' requests and situations. This person is also providing crisis intervention, counseling, and education. Monthly and annual reports are also created by this employee. Occasionally additional work hours, travel to community meetings, conferences, or classes will be required and these could be outside of normal working business hours. This position reports to the Township Administrator.

### Qualifications:

- Possess and maintain a valid Indiana Driver's License,
- High school diploma or equivalent, secondary education preferred
- Experience preferred in social work or other similar casework experience
- Preferred proficiency in Netresults Software
- Ability to apply statutes, rules, and guidelines in a fair and equal process
- Ability to solve complex problems
- Excellent written and oral communication skills
- Professional presence
- Ability to work flexible schedule / hours
- Ability to lift 25 lbs.
- Proficiency in office software (Word, Excel, Outlook, etc.)
- Ability to communicate with a variety of people
- Ability to work under sometimes stressful and/or difficult situations
- Ability to work on multiple projects at one time

Part – time position of approximately 16 hours per work week.

**Qualified applicants should send resume, cover letter, application, background authorization form, and salary requirements to:**

Guilford Civil Township  
Township Administrator  
1500 S. Center Street  
Plainfield, IN 46168

Or email to: [beth.harvey@guilfordtownship.com](mailto:beth.harvey@guilfordtownship.com).