

Part-time Welfare Benefits Caseworker Required (Better Advice Better Lives Project)

We require an experienced, enthusiastic and fully qualified adviser to provide and maintain in-depth casework to individual clients referred by health care professionals or self-referred; in healthcare settings across Pembrokeshire. The role is part of a small team, under the management of the Advice Services Manager, and all aspects of welfare benefit advice will be undertaken, from initial advice to form completion and appeal submissions.

The successful candidate will have recent and ongoing experience in advice work (preferably, but not exclusively, within Citizens Advice) and will be a highly motivated strong team player with excellent interpersonal skills.

Location	Haverfordwest and Pembroke Dock offices and outreach venues across the County
Duration	18mths fixed term contract (March/April 2018 to September 2019) subject to satisfactory completion of probation period
Hours	20 per week (over 3 days)
Annual Leave	28 days (including BH) pro rata
FTE Salary	£21,026 to £23,060 (depending on experience) (Actual salary £11,365 - £12,464)
Pension	Workplace pension applies after 3 months.
Closing Date	30th January 2018 – 4pm
Interview Date	8th February 2018

Further information and application forms available from
Vani Athithan ~ email admin@pembcab.org
Telephone 01437 765245

Please note CVs will not be accepted. We are committed to working to achieve equal opportunities for all groups subject to discrimination.

Hefyd ym : 38, Stryd Meyrick ~ Doc Penfro ~ SA72 6UT Ffôn/Tel : 01646 686427 ~ Ffacs : 01646 686552
Also at 38, Meyrick Street ~ Pembroke Dock ~ SA72 6UT Ffon/Tel : 01646 686427 ~ Fax : 01646 686552
Awdurdoddir a rheoleiddir gan yr Awdurdod Ymddygiad Ariannol

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