**Benefits Caseworker**

**(Money advice and welfare benefits)**

**16 hours per week at £11.22 - £14.07 per hour depending on experience**

We are seeking a proactive and organised individual to join the Ablewell team. Ablewell Advice Walsall is an outreach project of the Central Hall Methodist Church. Central Hall is a registered charity and our services are authorised and regulated by the Financial Conduct Authority.

We provide specialist advice in relation to debt and welfare benefit matters. Our philosophy is to provide advice that is “people-centred, putting the client and their needs first”. We are a distribution centre for the Black County Foodbank.

The working hours for this post will be 9.30 - 15:00 Monday, Wednesday and Friday, at our advice centre. The successful candidate’s duties will include:

* Provision of specialist advice and casework in relation to welfare benefits
* Maintaining accurate case records and managing cases proactively
* Being a team player in a small team, and able to work independently some of time.

**You will be someone who:**

* Has completed formal training to deliver welfare benefits and casework within an advice agency or similar
* Is able to independently manage a caseload, taking a proactive approach
* Is trustworthy and comfortable with handling confidential information
* Enjoys working as part of a small team
* Is flexible and adaptable
* Is sympathetic to the Christian ethos of our organisation.

This post is subject to an enhanced Disclosure and Barring Service check.

For an informal discussion about this role or to request an application pack please email Andrew Beattie at [abb4aac@gmail.com](mailto:abb4acc@gmail.com), leaving your telephone number and a best time to call back.

***CVs will not be accepted.***

**Closing date: 12 noon on Monday 26 June 2023.** **Interviews will be held on Monday 3 July 2023**

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