

Currently Available Position

Job Title: Financial Service Coordinator, Part-time

Location: East Liberty, Pittsburgh, PA

General Responsibilities: Provides financial case management services as well as other administrative case management duties as assigned to individuals who have FSWP as their Representative Payee in East Liberty. Knowledge & appreciation of mental health population a must. Must be detail-oriented with strong organizational, communication, and computer skills. Valid PA Driver's License and reliable transportation with willingness to travel.

Minimum Qualifications:

Education and Training: Bachelor's Degree in Social work or a Social Science related discipline or any combination of education and experience approved by the Chief Executive Officer.

Experience: Three (3) to five (5) years experience or equivalent combination of experience and training in a Public or Private Human Services Organization where direct face-to-face services were provided. Experience with SSA and DPW preferred.

Hours Per Week: 32

Salary: Competitive

Submit Resumes to: You may e-mail us in Word 6.0 or ADOBE PDF formats to fswp-hr@fswp.org. Or send a resume and cover letter directly to:

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New Kensington, PA 15068-6441