

## CAIA PARK COMMUNITY COUNCIL

### WELFARE BENEFITS / ADVICE OFFICER

#### PART TIME (14 Hrs per week)

Salary £8853 - £9446

The Council's Advice Team make an essential contribution to services maximising residents' welfare benefit entitlement and dealing with a variety of other problems such as debt, housing/council tax benefits and tax credits within the community of Caia Park, Wrexham. The service is delivered on a drop-in basis from a number of community venues.

It is **essential** that you have experience in most of the above disciplines. An ability to represent would be an advantage.

The position is for 14 hours per week with an expectancy to undertake additional hours to cover holidays and sickness.

Application pack available from:

Mr. M. Morris. Clerk of the Council. Community Council Offices, Prince Charles Road, Wrexham LL13 8TH 01978 354825 or preferably by email [clerk@caiapark.gov.uk](mailto:clerk@caiapark.gov.uk)

(closing date: 15<sup>th</sup> December 2017)