

Surrey Macmillan Citizens Advice Service



Citizens Advice Hampshire

wishes to recruit Surrey based

Macmillan Caseworkers in each of the following areas:

Esher - 1 FTE

Tandridge - 1 FTE

Runnymede - 1 FTE

Spelthorne - 1 FTE

Reigate & Banstead - 1.4 FTE (*more than one post*)

Salary £23,500 to £28,000 (depending on experience)

This service is a countywide advice service for people affected by cancer. The post holders will be based in Citizens Advice offices and supervised remotely. This post mainly involves advising clients on Welfare Benefits. It involves travel to hospitals, outreaches and home visits, as well as providing advice via a telephone helpline. Some publicity and promotion work is also required.

Caseworkers will manage their own caseload and need to be experienced in benefit advice work, have excellent communication skills, self-motivation and IT capability.

Applications should be in the form of CV and a personal statement and be no more than 2 A4 pages. Please send to Admin1@citahants.org

Closing date for applications: CVs will be dealt with on an individual basis as we receive them, and local interviews will be arranged.

All successful applicants are subject to a DBS check

Citizens Advice Hampshire & Surrey values diversity; promotes equality & welcome applications from all sections of the community

• confidential • impartial • independent • free •