

## Hampshire Macmillan Citizens Advice Service

We are recruiting a **Macmillan Caseworker** to join our team based in **Havant** to cover Havant and the surrounding areas

**Havant** post is full time/37.5 hours per week

*Starting salary £23,000 - £25,000 FTE depending on experience*

We are a countywide advice service for people affected by cancer. Although the posts are based in the local offices, you will be part of the wider Hampshire team and supervised remotely. You will be mainly advising people affected by cancer on Welfare Benefits. You will be expected to travel to outreaches and undertake home visits, as well as providing advice via a telephone helpline. Some publicity and promotion work is also required. You should have the ability to work from home should remote working be required due to unforeseen circumstances.

Caseworkers should be experienced in managing their own caseloads. Experience in benefit advice work would be a distinct advantage, however full training would be given. You need to have excellent communication skills, self-motivation and IT capability.

**To apply**, please send your CV and a covering letter explaining how you meet the job requirements to [macmillan@citahants.org](mailto:macmillan@citahants.org)

*A full copy of the job description and person specification will be sent on request to [macmillan@citahants.org](mailto:macmillan@citahants.org)*

**Closing date:** Applications are reviewed as we receive them, and local interviews arranged for shortlisted candidates.

**All successful applicants are subject to a DBS check**

***Citizens Advice Hampshire values diversity; promotes equality and welcome applications from all sections of the community.***