



Otero County Department of Human Services
is looking for an individual to join the
Adult Services Unit as a
Case Aide/Front Desk Worker

- Primary front desk employee assists community members inquiring about programs and with case management duties.
- Will be trained in the details of the Single-Entry Programs, assist Case Managers by completing quarterly contacts, assisting with referrals, managing the front desk, answering phone, and completing reports for various programs.
- Associate degree and experience in social services or related field preferred.
- Must have a valid Colorado State Driver's License, insurance, and reliable transportation.
- The monthly salary range is \$2,971-\$3,185.
- Application and position descriptions are available at the **Colorado Workforce Center** in La Junta or at oterocounty.colorado.gov through the employment tab on the Home page.
- Apply at the Workforce Center.
- The position will be open until filled.
- Bilingual (Spanish) helpful.
- Not all applicants will be contacted.
- Equal Opportunity Employer.