



Palatine Township
Senior Citizens Council

505 South Quentin Road • Palatine, Illinois 60067
Telephone (847) 991-1112 • Fax (847) 991-9605
www.ptsc.org

Social Service Representative (Spanish fluency)

The Palatine Township Senior Center is seeking a full-time Spanish speaking Social Services representative to serve the Spanish-speaking older adult community and their caregivers in the Palatine Township area.

Duties for this position include but are not limited to:

- Providing case advocacy
- Translating documents
- Interpreting for clients
- Information & Assistance with state and federal benefits and programs
- Community outreach
- Coordinate Latino Social Group

Requirements:

- Bachelor's degree in Social Work or related field
- Minimum of 2-years' experience in the aging field preferred
- Reliable transportation for off sites services
- Excellent verbal and written communication skills
- Computer Proficiency
- Possess organizational skills
- Fluency in Spanish and English required

Please email resume and letter of interest to Nancy Frenk, Director of Social Services at nfrenk@ptsc.org. Only qualified candidates will be contacted. Learn more about Palatine Township Senior Center at our website: www.ptsc.org.

As of 4/2022