

## **Western Prairie Human Services**

Western Prairie Human Services, an Equal Opportunity Employer, is currently accepting applications for a full-time Case Aide in the Financial Unit. This position is based out of the Glenwood, MN office. Required qualifications include a high school diploma and experience in administrative or office support. Under the direction of an Eligibility Worker Supervisor, the Case Aide performs intermediate human support work preparing reports and documentation, coordinating client activities, and related work as apparent or assigned. Responsibilities of this position are, but not limited to; coordinate the medical assistance transportation program; transcriptionist duties; assist clients with completing income maintenance program applications, and serves as a back-up for the Office Support Specialist in all essential functions of that position. This is a full-time position, non-exempt, union position. Anticipated beginning pay is \$20.51 per hour. Health insurance and pension benefits are offered. Required on-line applications are available at [www.westernprairiemn.us](http://www.westernprairiemn.us) or can be picked up at the Elbow Lake or Glenwood location. Applications will be accepted until February 3, 2023 or until filled. Contact Western Prairie Human Resources at 218-685-8203 for assistance.