

**Job Advert: Welfare Benefits Caseworker/Supervisor**

**Location: Bridport with some travel in the Dorset area**

**Hours: 32 per week**

**Salary: Up to £26,975 gross FTE subject to experience**

**Job Type: 3 year fixed term**

**Closing date: 10.00 am, Monday 30 January 2023**

**Interviews: Thursday 2 February**

We are seeking to recruit an experienced welfare benefits caseworker. You will be able to provide specialist welfare benefits casework and consultancy, including representation at benefits appeals. You will be required to support colleagues and volunteers within the benefits team with welfare benefit casework enquiries through one-to-one support, supervision, mentoring, and training. You will have the ability to meet audit and funder requirements and assist with improving quality processes concerning welfare benefits advice.

We will consider appropriate training and development for suitable candidates.

The role involves working with other Dorset Citizens Advice offices to provide casework and/or consultancy support as required. Although the post will be based at Citizens Advice Bridport and District, there may be a need to travel to other Dorset offices and Tribunal venue in Weymouth to fulfil this requirement.

You will be responsible to the Advice Services Manager and work closely with our existing senior benefits specialist.

**For a job pack and application form:**

Please visit our website information page at [www.bridportca.org.uk](http://www.bridportca.org.uk)

Alternatively, email us: [advice@bridport-cab.org.uk](mailto:advice@bridport-cab.org.uk)