



Employment Opportunities/ Job Openings

Public Benefits Enrollment Specialist **Family Stabilization Program**

Catholic Charities Atlanta, Family Stabilization Program is seeking candidates for a **full-time Public Benefits Enrollment Specialist**. This position provides client intakes, screenings, case-management, and utilizes our database to capture all client data and case notes.

This position requires a Bachelor's degree or related experience in the field. A minimum of 1-3 years' experience working in a diverse community setting. Basic computer knowledge (e.g. Microsoft Word, Excel, Outlook), direct client service experience and fluency in Spanish language required. Must communicate effectively both orally and in writing. Knowledge of community resources and social service agencies preferred.

If interested, please email a **resume** and **cover letter** to:

ccaemployment@ccatlanta.org