



**Town of Hooksett, NH
FAMILY SERVICES DIRECTOR**

Applications are being accepted for the part-time position of Family Services Director in the **Family Services Department** located at 35 Main Street, Hooksett. Duties include, but are not limited to, Hooksett residents' general assistance (RSA 165) intakes, eligibility determination & case management, implementing special programs to provide services that benefit Hooksett families, networking with federal, state & local agencies to reduce expenditure of Town funds, and annual budget development.

Preferred Bachelor's degree in psychology, sociology or a related human services field. Must have high school diploma or G.E.D., NH Driver's License, and 3-5 years human services field experience; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge's skills and abilities.

This is a part-time hourly position. Must pass all background checks and tests which include criminal, motor vehicle, references, etc. Hourly rate range \$19.27-\$35.46. No benefits. 6 month probation. Work schedule part-time hours Monday-Friday, typically up to 20 hours per week, at the discretion of the Town Administrator.

Please submit completed Town application, resume and cover letter via e-mail to townadministrator@hooksett.org or hard copy to Hooksett Town Administrator, 35 Main Street, Hooksett, NH 03106 via US Postal mail or hand delivery. A detailed job description and application are available via www.hooksett.org or at Town Hall Administration Dept.

Applications reviewed until position filled. Equal Employment Opportunity Employer.