



Job Posting

**Associate
Representative Payee Services
Reporting to the Director of Rep Payee
Long Branch, NJ**

Exempt/Part Time to Full Time

FCS (Family & Children's Service) strengthens, protects and preserves the dignity and independence of people in need. With 108 years of history, FCS is the oldest, private nonprofit social service agency in Monmouth County and a leading volunteer organization. Our Mission is to provide compassionate care, intervention and education to support people at challenging times in their lives. We accomplish this through more than a dozen programs focused on the needs of multiple at-risk populations. All of our programs and services are provided regardless of age, gender, sexual orientation, race, religion, ethnicity, language spoken or physical or mental ability. And while FCS partners with many organizations and government agencies, in many cases, we are the sole county-designated provider of unduplicated services and the last hope for individuals, families and seniors in crisis. Learn more at www.fcsmonmouth.org.

We are seeking for a Representative Payee Associate starting as a part time (21 hours weekly) and transition to a full time schedule, working Monday to Friday between the hours of 8:30 am to 4:30 pm. The Rep Payee Associate reports to the Director of Rep Pay Services. Oversees and provides reports on client balances monthly to insure those SSI clients do not exceed the Social Security limitations. Performs all duties in accordance with the FCS values and Code of Conduct. Position requires at least a High School Diploma or a GED, high energy, strong personality and be a team player. Also should have great organizational skills and be detail oriented. Great people skills and enjoys working in a social service environment. Interested applicants should forward a cover letter and resume to Frances Villaman at fvillaman@fcsmonmouth.org.

FCS offers good benefits which include: comprehensive medical, dental, and vision benefits, employer-match 403(b) retirement plan, PTO program, Holiday pay and much more. Equal Employment Opportunity

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.