



**OFFICE OF THE SELECTBOARD**

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[www.charlestown-nh.gov](http://www.charlestown-nh.gov)

The Town of Charlestown NH is seeking a Welfare Administrator. This is a part-time position – approximately 15 hours/week.

The Town Welfare Administrator will assist people having emotional, financial, mental, physical and social problems that put them at risk for negative outcomes. They will evaluate client needs, create a treatment plan, and put the plan into action.

Experience in Welfare Administration preferred.

Interested candidates should complete an application/resume and submit to: Charlestown Town Office, Human Resource Dept., PO Box 385, Charlestown NH 03603 or email [Ddezan@charlestown-nh.gov](mailto:Ddezan@charlestown-nh.gov). Applications may be found at [www.charlestown-nh.gov](http://www.charlestown-nh.gov) or at the Town Office at 233 Main St., Charlestown.

Position open until filled.

EOE.