



## Benefit Program Specialist

\$15.86 / hour; Position is temporary part-time and does not include benefits.

James City County Social Services seeks an individual to perform responsible work reviewing and evaluating information gathered from applicants to determine eligibility for public assistance programs and services and interpret rules and regulations associated with assistance.

Responsibilities:

- Determine and re-determine eligibility of individuals and families for one or more state, federal, and local financial assistance programs including: Supplemental Nutrition Assistance Program (SNAP); Medicaid for families, children, the elderly and disabled, and nursing home/community based care; Temporary Assistance for Needy Families (TANF); Auxiliary Grants (AG); General Relief (GR) for unattached children; and, Energy Assistance.
- Track and comply with state mandates for timeliness and accuracy compliance for all financial assistance programs.
- Secure and safeguard confidential information from applicants, recipients, and federal reports.
- Identify and assess customer needs to make proper referrals to fraud, social workers, community organizations, mental health, Social Security, and other organizations.

Requirements:

- Any combination of education and experience equivalent to an associate's degree in human services or related field; some human service related experience, preferably involving interviewing customers; experience working with financial assistance programs is preferred.
- This position is subject to Infection Control training and procedures.
- Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Must be available to work Monday - Friday, 1:00 pm - 5:00 pm.

Please visit the James City County Career Center for a full job description.

***Accepting applications until position is filled.*** Only online applications to our website will be considered. To apply, please visit the James City County Career Center at [jobs.jamescitycountyva.gov](http://jobs.jamescitycountyva.gov).