

MONTGOMERY COUNTY

HUMAN RESOURCES DEPARTMENT
MONTGOMERY COUNTY • VIRGINIA
WWW.MONTGOMERYCOUNTYVA.GOV



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BENEFIT PROGRAM SPECIALIST II

#540118

Montgomery County Department of Social Services

Benefit Program Specialist II leads and develops a team of Benefit Program Specialists I in determining client eligibility for financial assistance, medical assistance and food assistance (SNAP) programs, and assists workers in other classifications with such determinations. Applicant must be able to follow complex policies, procedures, guidelines, and explain program rights and responsibilities. Must be able to interview clients; analyze oral and written data, complete paperwork and electronic forms. Must be able to plan, manage, coordinate, and prioritize multiple activities. High school diploma/GED equivalent, demonstrable basic computer skills, and demonstrated ability to work with others (clients, peers, public) professionally and courteously required; prior Social Services experience preferred.

Salary \$35,910/yr. with excellent benefits (paid health, dental, and vision, flex spending, life, disability, and retirement). Must be able to work M – F, 8 AM – 4:30 PM, and some evening or weekend hours if required.

Interested candidates should apply online and include professional resume at: <http://www.montgomerycountyva.gov/HR>. Application submissions must be received by **Thursday, November 22, 2018** to be considered.

Montgomery County, VA is an Equal Opportunity Employer committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/gender, national origin, disability or protected veteran status.