



**PRINCE GEORGE COUNTY, VIRGINIA**  
invites applications for the position of:

## **Benefits Program Specialist III**

**SALARY:** \$43,912.00 - \$68,064.00 Annually

**OPENING DATE:** 12/12/19

**CLOSING DATE:** Continuous

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Receiving and processing eligibility applications; assessing needs; determining benefits eligibility; preparing and maintaining files and records.**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Conducts interviews with clients; obtains necessary information and determines initial or re-determination of their continuing eligibility; sends notice to clients;

Explains benefit programs and determines reasons and need for assistance; processes benefit applications;

Interprets policies and procedures applicable to the various programs; computes assistance programs; Monitors cases for changes and implements necessary changes to appropriately reflect benefit level within guidelines;

Identifies possible fraud and makes appropriate referrals; evaluates completeness and accuracy of data; evaluates and tracks allegations of fraud; conducts investigations as needed into the allegations;

Determines an Administrative disqualification or refers to the Commonwealth's Attorney Office;

Works with law enforcement to prepare potential fraud cases for trial; testifies in court, as needed;

Initiates collection actions to recover overpayments;

Assess customer needs and develops employment/child care plans; explains a variety of programs to clients; provides information to clients about other agencies and where they may go for services that are needed;

Maintains records and prepares reports as needed; writes appeals and represents agency in appeal hearings;

Attends all mandatory trainings; serves as a resource to staff and the public concerning public assistance programs and eligibility requirements;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Must have a valid Virginia Driver's License;

Performs related tasks as required.

### **QUALIFICATION REQUIREMENTS:**

General knowledge of the principles and practices of public social service organizations; general knowledge of benefit programs for which eligibility is being assessed; general knowledge of current social, economic and health problems and of human behavior and social functioning; ability to analyze facts and exercise sound judgment in arriving at conclusions; ability to perform basic mathematics including calculating percentages; ability to follow oral and written instructions; ability to organize work schedule, manage workload and meet deadlines; ability to communicate ideas effectively both orally and in writing; ability to prepare clear and concise reports; ability to establish and maintain effective working relationships with clients, associates and the general public.

### **SPECIAL REQUIREMENTS:**

Any combination of education and experience equivalent to graduation from an accredited community college and some customer service and fiscal processing experience.

**ADDITIONAL INFORMATION:**

Possession of all requirements for position as specified by the Virginia Department of Social Services. Work may be required, at times, outside of normal business hours to accommodate the needs of the client. **To apply online visit our website at [www.princegeorgecountyva.gov](http://www.princegeorgecountyva.gov).** To be considered for this position, applicants must fill out a County application which can be completed online. For additional information, please call (804) 722-8669. EOE

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.princegeorgecountyva.gov/>

Position #BPSIII122019  
BENEFITS PROGRAM SPECIALIST III  
WJ

Prince George County  
6602 Courts Drive  
Prince George, VA 23875  
804.722.8669

[hr@princegeorgecountyva.gov](mailto:hr@princegeorgecountyva.gov)

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**Benefits Program Specialist III Supplemental Questionnaire**

- \* 1. Do you have at least 5 years of experience processing SNAP and Medicaid benefits in the Virginia Social Services System?
  - Yes
  - No
- \* 2. Do you have at least 3 years of processing benefits cases in VACMS?
  - Yes
  - No
- \* 3. Do you have at least 3 years of experience processing TANF benefits in the Virginia Social Services System?
  - Yes
  - No
- \* 4. Do you have at least 1 year of experience in processing View or Childcare?
  - Yes
  - No
- \* 5. Do you have at least 1 year of experience in processing IV-E or ABD Medicaid?
  - Yes
  - No
- \* Required Question