

MONTGOMERY COUNTY

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



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BENEFIT PROGRAM SPECIALIST I Montgomery County Department of Social Services #540177-1

Montgomery County Department of Social Services currently seeks a Benefit Program Specialist(s) I. Duties including determining client eligibility for financial assistance, medical assistance and food assistance (SNAP) programs, and more. Applicant must be able to follow complex policies, procedures, and 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 and demonstrable basic computer skills required; Social Services experience preferred.

Minimum salary \$31,020+/yr dependent on qualifications, plus excellent benefits (paid health, dental, and vision, flex spending, life, disability, retirement, and more). 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>. Review of applications will begin immediately, and application submissions must be received by **Tuesday, March 31, 2020** 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.