

MONTGOMERY COUNTY

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COUNTY OF MONTGOMERY
Department of Social Services
BENEFIT PROGRAM SPECIALIST II
#540121-6

Montgomery County Department of Social Services seeks qualified applicants for the position of Benefit Program Specialist II. Successful candidate will have responsibilities including but not limited to: leading and developing a team of Benefit Program Specialists; daily activities to ensure the team provides timely and accurate delivery of services/benefits to customers; serve as policy resource for Benefit Program Specialists; assist workers in the use of automated systems used in eligibility determination; deal with customer issues; conduct team meetings; assist in oversight of Benefit Program Specialists in the absence of Supervisors; ensure accuracy and timeliness and monitor workload distribution; and work with the management team in the continuous improvement of service delivery.

Associate Degree in Social Work or related field, or combination of skills and experience deemed equivalent. Successful candidate will have experience/knowledge in SNAP, Medicaid, TANF, IV-E, and Energy Assistance programs. Candidate should be creative and proactive. Basic computer/software skills are a must. Quality assurance expertise helpful. Must be able to work normal working hours (8-4:30 M-F) with some evening hours required.

Salary \$35,910/yr. with excellent benefits (paid health and dental, retirement plan, paid holidays, and much more). Interested candidates should apply online at <http://www.montgomerycountyva.gov/hr> by **Friday, October 9, 2020** to be considered. For more information or to request application assistance for disabilities, contact Human Resources at (540) 394-2007.

Montgomery County, VA is committed to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates including women, minorities, persons with disabilities, and veterans. As an Equal Opportunity Employer and certified Virginia Values Veterans (V3) organization, we are dedicated 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.

