

MONTGOMERY COUNTY

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



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PHONE: 540.394-2007

HUMAN SERVICES ASSISTANT II COUNTY OF MONTGOMERY Department of Social Services #540165-2

Montgomery County Department of Social Services is seeking qualified applicants for Human Services Assistant II to assist with Energy Assistance Program. Responsibilities include interviewing clients, processing applications, entering data, and maintaining customer account information of higher complexity. Requires working knowledge of agency programs and processes including but not limited to Child Protective Services, Adult Protective Services, Foster Care, and Benefit Programs. The incumbent must have the following knowledge, skills, and abilities upon application: principles and processes for providing excellent customer and personal services, including customer needs assessment and meeting quality standards for services; knowledge of social services policies and procedures; computer skills, and ability to multi-task. Requires high school diploma or GED with 1 year work experience preferred.

Minimum starting pay \$25,520/annually with excellent benefits package including paid health, dental, retirement, holidays/leave time, optional benefit plans and much more. Interested candidates should apply online at: <http://www.montgomerycountyva.gov/hr> by **Tuesday October 27, 2020** to be considered. To request an application accommodation 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.

