

BENEFIT PROGRAM SPECIALIST I – 540160-1
Montgomery County Department of Social Services

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 computer skills required; Social Services experience preferred.

Minimum salary \$ 31,951+/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 **Friday, November 13, 2020** to be considered. For more information or 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