



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

Benefits Program Specialist III

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

OPENING DATE: 07/23/21

CLOSING DATE: Continuous

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Prince George County Department of Social Services is currently accepting applications for the position of Benefits Program Specialist III. This position will be responsible for receiving and processing eligibility applications, assessing needs, determining benefits eligibility and preparing and maintaining files and records for Medicaid Long Term Care and Families and Children, SNAP and TANF.

Click [here](#) for full job description.

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.** 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

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

Position #BPSIII072021
BENEFITS PROGRAM SPECIALIST III
WJ

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

hr@princegeorgecountyva.gov

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