



BENEFIT PROGRAM SPECIALIST I

Montgomery County Department of Social Services
#540135-3

Montgomery County Department of Social Services is seeking a **Benefits Program Specialist I**. Duties include determining client eligibility for financial assistance, medical assistance, and food assistance programs. Applicant must be able to follow complex policies, procedures, and guidelines, and explain program rights and responsibilities to recipients. Must be able to interview clients; analyze oral and written data, and complete paperwork and electronic forms. Must be able to plan, manage, coordinate, and prioritize multiple activities in a fast-paced work environment. A high school diploma/GED is required, with social services experience preferred, and demonstrable computer skills are required. Must be able to work M-F, 8 AM – 4:30 PM, with some evening and weekend hours required.

Starting salary \$38,118; dependent on experience and qualifications, plus excellent benefits (health, dental and vision, flex spending, life, disability, VRS retirement, 401 & 457 retirement options, onsite clinic, wellness programs, and much more). Qualified candidates should submit an online application with a resume and cover letter at: www.montgomerycountyva.gov/HR by **Monday, August 25, 2025**, to be considered. For application accommodation for disabilities, contact the Department of 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/sexual orientation/gender/identity, national origin, disability or protected veteran status.

