

SUSSEX COUNTY DEPARTMENT OF SOCIAL SERVICES

CLASSIFICATION TITLE: BENEFIT PROGRAMS SPECIALIST III
POSITION NUMBER: 00018
SALARY: \$29,339-\$82,098
LOCATION: SUSSEX, VA
APPLICATION DEADLINE: JANUARY 27, 2012

DUTIES AND RESPONSIBILITIES: Explains nature of temporary assistance benefit programs and determines the reasons and need for assistance; communicates the need to become self-sufficient and independent; may supervise up to four benefit workers and/or support staff; processes applications for financial assistance and/or diversion assistance; conducts initial eligibility interviews with customers, which may require home visits; obtains and verifies data for accuracy, consistency and completeness; determines eligibility for assistance and benefit levels using an automated system or via manual methods; evaluates employability status of customers and explores potential sources of income; explains customer responsibilities, rights and program availability; refers customers to social workers and enumerates other programs, services and resources in and outside of the social services agency as the result of overall assessment of the customer's situations; prepares reports and maintains customer records; detect fraud cases and makes appropriate referrals; recommends changes to internal/agency policies and procedures.

KNOWLEDGE, SKILLS, AND/OR ABILITIES: Ability to comprehend and apply public assistance programs, policies and regulations with an emphasis in Long-Term care eligibility, AFDC, Food Stamps and Medicaid, sufficient to make complex eligibility decisions independently; ability to schedule and manage own workload (for example, interviews, appointments, and verifications) sufficient to meet deadlines for completion of job responsibilities while adapting to change in priorities; skill in the use of a micro-computer and computer software such as Microsoft Word and data base applications; ability to interview customers to collect and analyze statistical data for financial accountability sufficient to recognize gaps and conflicting information, to ensure completeness and accuracy of data; make complex eligibility decisions, and to detect fraud; ability to oversee the work of others, to evaluate their work, and to make recommendations for improvement; ability to collect and organize data sufficient to maintain accurate and complete records, and to prepare reports, in accordance with State and Federal guidelines. Prefer previous experience in benefit programs.

APPLICATION INSTRUCTIONS: To be considered for this position, you must submit a completed Commonwealth of Virginia Application for Employment (DPT Form 10-012). If you need additional space to record your work history, you are encouraged to use either a Supplementary Experience Form (DPT Form 10-012A) or plain paper. These forms may be obtained from State and local offices of the Virginia Employment Commission, and on the DHRM Web site at www.dhrm.state.va.us. You may also submit a resume with your completed application; however, a resume will not substitute for an application. Job can be viewed at <http://www.dss.state.va.us/jobs/>. Include the Classification title, number and location of the position for which you are applying on all forms that you submit. If you wish to apply for other openings, you must submit a separate set of forms. The application and any other information which you wish to submit must be received at the address below by **12:00 noon on Friday, January 27, 2012**. Postmarks are not considered as received. Any application that is incomplete or received after the deadline will not be processed. **E-mailed & faxed applications are not accepted.** The candidate selected for this position is subject to a Criminal History Background Check.

MAILING ADDRESS & TELEPHONE NO: SUSSEX CO. DEPT. OF SOCIAL SERVICES
20103 PRINCETON ROAD / POST OFFICE BOX 1336
SUSSEX, VA 23884 (434)-246-1083

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER