

Economic Support Specialist

Northern Income Maintenance Consortium

Florence County Human Services



Description of Duties

This position provides case management for applicants and recipients of economic assistance programs such as Income Maintenance, Wisconsin Shares, Medicaid, BadgerCare, Child Care, etc. by determining eligibility and sources, types, and levels of public assistance available by law.

Florence County is a partner of the Northern Income Maintenance Consortium which serves the Counties of Ashland, Bayfield, Florence, Forest, Iron, Lincoln, Price, Rusk, Sawyer, Taylor, Vilas, and Wood.

This position will provide the following essential functions (not to be construed as all-inclusive):

- Determine eligibility for Department of Health Services and Department of Children and Family programs such as Medical Assistance, Medicaid, BadgerCare, Food Share, Child Care.
- Reviews, interprets, and explains federal, state, and local policies governing eligibility, legal rights, and responsibilities of applicants and participants.
- Gathers data from applicant or recipient and enters data accurately using several programs simultaneously.
- Will work primarily in a Call Center environment and accept face-to-face appointments.

DEADLINE

Applications will be accepted until 3:00p.m. on Friday, September 25, 2020

Questions about the position can be directed to Jen Steber at 715.528.3470 or email jsteber@co.florence.wi.us

Florence is an Equal Opportunity Employer

Visit www.florencecountywi.com for more information.

Testing will take place on Tuesday, September 29, 2020. Applicants will be called if selected for testing.

Requirements

- Two years of post-secondary education, preferably in human services related field, and two years of experience working with the public
- Must be able to adapt to frequent program and policy change
- Ability to work effectively with the public and various target groups
- Must possess the ability to work independently, problem solve, be a self-starter, and have a great attention to detail
- Ability to learn and use web and computer-based programming
- Ability to comprehend and interpret a variety of documents including pay stubs and tax forms.
- Testing will be conducted prior to being selected for an interview.

Employment Benefits

- This position is full-time, 35-Hour Work Week
- Position Pay Range: \$17.00-\$24.48 (Based on Qualifications)
- Health, Vision, Dental, Life Insurance
- H.S.A. Contributions
- Wisconsin Retirement System
- Wisconsin Deferred Compensation Program
- Paid Vacation, Personal Time, Sick Leave

APPLY!

To apply for this position, please submit a County employment application, resume, and three professional references to:

Florence County Clerk's Office

RE: Economic Support Specialist

PO Box 410, Florence, WI 54121

OR apply by email to: dtrudell@co.florence.wi.us