

# ATLANTIC COUNTY GOVERNMENT

## JOB ANNOUNCEMENT

### PLEASE POST

Posting Date: 12/29/21

Closing Date: 01/19/22

**TITLE:** Human Services Specialist 1

**SALARY:** \$30,800

Hours: 40 \_\_\_ 35 X

**DEPARTMENT:** Family & Community Development

Union X Mgmt \_\_\_

**LOCATION:** Northfield

NJCSC Test Required: Yes X No \_\_\_

Grant Funded: Yes \_\_\_ No X

### **DEFINITION**

Under the close supervision of a designated supervisor in a welfare agency, does the field and office work involved in the collection, recording and evaluation of data, to include the employability, the medical status and the physical or mental health of applicants/clients, for the purpose of determining applicants'/clients' eligibility for program services; provides information to families and individuals to achieve self-sufficiency through employment opportunities and/or child support services; does related work.

**NOTE:** Examples of work for this title are for illustrative purposes only. A particular position, using this title, may not perform all duties listed in this job specification. Conversely, all duties performed on this job may not be listed.

### **REQUIREMENTS:**

#### **EDUCATION**

Sixty (60) semester hour credits from an accredited college or university.

**NOTE:** Applicants who do not possess the required education may substitute experience as indicated below on a year for year basis.

#### **EXPERIENCE:**

Experience involving any combination of the following may be substituted for the above education requirement: securing/verifying information and making determinations or recommendations relating to eligibility or qualifications of applicants for loans, insurance, credit, or entitlement to cash awards, financial benefits or adjustment and settlement of insurance claims; investigations involving the collection of facts and information by observing conditions, examining records, interviewing individuals, and preparing investigative reports of findings; or investigating, establishing, and/or enforcing support obligations in a welfare board or agency, court system, or related agency.

#### **LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**EXAMPLES OF WORK:**

Reviews information on forms, applications, and other financial assistance documents for completeness and accuracy during the eligibility process.

Assists in the analysis of information for the purpose of determining eligibility for program services.

Interviews clients, verifies data and determines program eligibility.

Completes the necessary forms for applicants program eligibility and acceptance.

Explains the process for filing for Child Support, Paternity and associated programs to applicants.

Identifies possible financial resources for applicants when appropriate; provides applicants with information to seek benefits from other agencies such as the Social Security Administration, Veterans Administration, and State Employment Service.

Provides information to families or individuals to achieve self-sufficiency.

Performs the work involved in arranging for voluntary consent support agreements.

Compiles information necessary to obtain a family court order directing individuals to make support payments when voluntary agreement for payment cannot be reached.

Advises supervisor of client complaints and responds as instructed.

Performs work involved in eligibility determinations, including but not limited to rates, fees, refunds, credits, benefits, cash values, payments, collections or other amounts consistent with schedules, formulas or other established procedures.

Performs the field and office work involved in determining the economic needs of clients and their eligibility for various financial and other public assistance programs.

Collects, reviews and records data and information to evaluate the client's need for support services.

When authorized, provides referrals to internal programs or other agencies for assistance in financial budgeting, money management, locating housing, homemaker's assistance, job training, and day care services. Provides information for the preparation of case summaries for hearings; attends hearings when required.

Conveys information to the general public; informs clients of available public assistance and other related programs.

Consults with the supervisor to discuss issues relating to a client's eligibility.

May contact community, religious, civic organizations, and other agencies.

Provides information to the applicant on occupation opportunities including job requirements and training facilities.

Conducts follow up activities to ensure program compliance.

Prepares reports.

Maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

**KNOWLEDGE AND ABILITIES:**

Knowledge of sources/methods of obtaining information regarding finances, property ownership, and financial resources.

Knowledge of problems of economically and culturally disadvantaged persons.

Knowledge of methods for reviewing/evaluating information in relation to eligibility criteria.

Ability to read and understand the mission and location of agencies that provide financial and employment assistance to disadvantaged persons.

Ability to read and understand eligibility requirements, regulations, guidelines, policies, and procedures.

Ability to read and understand regulations, policies, and guidelines concerning the disposal or retention of assets by applicants/recipients.

Ability to establish and maintain cooperative, courteous relationships with clients, businesspersons, employers, and associates.

Ability to advise clients on financial matters pertaining to eligibility functions of the board/agency.

Ability to gather, collect and evaluate information relative to determining eligibility for public assistance, and other need based programs.

Ability to review information for appropriate case disposition or client referral.

Ability to interpret and communicate board/agency policies and philosophy to client.

Ability to follow oral and written instructions.

Ability to prepare concise, complete, and accurate reports.

Ability to maintain files and records.

Ability to work cooperatively with agency staff.

Ability to make arithmetic computations.

Ability to interview individuals to determine eligibility for assistance.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**Interested, qualified applicants should apply online at <http://www.atlantic-county.org/>**

**Alternatively, applications may be mailed to the  
Atlantic County Division of Human Resources  
1333 Atlantic Avenue, Atlantic City, NJ 08401  
- We are an Equal Opportunity Employer -**