



## Prince George County, Virginia Benefits Program Specialist IV

<b>SALARY</b>	\$52,789.00 - \$84,462.00 Annually	<b>LOCATION</b>	County of Prince George, VA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	BPSIV052024
<b>DEPARTMENT</b>	Social Services	<b>OPENING DATE</b>	05/17/2024
<b>CLOSING DATE</b>	Continuous		

### Essential Functions/Typical Tasks

Prince George County Department of Social Services is currently seeking qualified applicants for the position of Benefits Program Specialist IV. This position will be responsible for functioning as lead worker for subordinate staff; providing supervision in the absence of the supervisor; assessing client needs; counseling and assisting clients; preparing and maintaining files and records; preparing reports.

For the complete job description, click [here \(Download PDF reader\)](#).

### Qualification Requirements

Thorough knowledge of the principles, methods, techniques and practices of public assistance; general knowledge of supervisory principles and practices; thorough knowledge of public assistance programs, policies and procedures; ability to analyze facts and to exercise sound judgment in arriving at conclusions; ability to delegate authority and to plan, train and supervise technical work; ability to prepare clear and concise reports; ability to communicate ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with clients, associates, staff and the general public.

### Special Requirements

Any combination of education and experience equivalent to graduation from an accredited community college with major work in sociology, psychology, health or related field and considerable experience as an Eligibility Intake Worker and/or Fraud Investigator.

### 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](http://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.

**Agency**

Prince George County, Virginia

**Address**

Prince George County  
6602 Courts Drive  
Prince George, Virginia, 23875

**Phone**

804.722.8669

**Website**

<http://www.princegeorgecountyva.gov/>

**Benefits Program Specialist IV Supplemental Questionnaire**

**\*QUESTION 1**

**How many years of full-time professional experience do you have determining eligibility in a local social services agency in Virginia?**

- None
- 1-2 years
- 3-4 years
- 5 or more years

**\*QUESTION 2**

**Please select all of the training that you have completed.**

- VDSS – BPS2120: SNAP New Worker Training Phase I
- VDSS – BPS2222: SNAP New Worker Training Phase II
- VDSS – BPS2130: Introduction to Families and Children Medicaid and FAMIS
- VDSS – BPS2230: Medicaid Families and Children New Worker Training Phase II
- VDSS – BPS2140: Medicaid ABD New Worker Training Phase I
- VDSS – BPS2240: Medicaid Aged, Blind and Disabled New Worker Training Phase II
- VDSS – BPS2250: Medicaid Long Term Care New Worker Training
- VDSS – BPS2110: TANF New Worker Training Phase I
- VDSS – BPS2210: TANF New Worker Training Phase II
- None of the above

**\*QUESTION 3**

**How many years of professional experience do you have providing lead direction, training and work review to staff?**

- None
- 1-2 years
- 3-4 years
- 5 or more years

\* Required Question