



POSITION VACANCY

Employment Services Worker-Information and Referral
Montgomery County Department of Social Services
Montgomery County, Virginia
#540152-1

Montgomery County Department of Social Services seeks qualified applicants for the position of Employment Services Worker-Information and Referral. Position works with clients to help them achieve economic independence and self-sufficiency. The position is responsible for responding to all clients contact through phone, email and walk-in for the agency. This position responds to clients' needs regarding referrals for information, services and benefits. Documenting all Child Protective Service, Adult Protective Service complaint and concerns. This position documents all inquiries for clients' needs such as but not limited to Food boxes, school supplies, holiday needs, food insecurity, referral to other community based services. This position connects clients to appropriate benefit worker as needed for Medicaid, TANF, and SNAP questions. Successful applicant must be able to follow complex policies, procedures and guidelines, and explain programs, rights, and responsibilities. Applicant must be able to interview clients, analyze oral and written data, conduct assessments and refer for appropriate services, and complete forms and documents. Must be able to plan, manage, coordinate and prioritize multiple activities. Successful applicant must be able to work with other inter-agency programs, other local DSS agencies, and community programs. Applicant must be able to meet specific state and federal requirements regarding time and accuracy of caseload activity.

Bachelor's Degree and demonstrable basic computer skills required; valid Virginia driver's license with insurable driving record. Social Services experience preferred. Minimum salary \$41,203/yr. with excellent benefits (paid health, dental, and vision, flex spending, life, disability, retirement, wellness program). Interested candidates should apply online and include professional resume at: <http://www.montgomerycountyva.gov/hr> by **Friday, Nov 8, 2024** to be considered. For more information or to request an application accommodation for disabilities, contact 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/gender/orientation, national origin, disability or protected veteran status.

