



POSITION VACANCY

BENEFIT PROGRAM SPECIALIST I

Department of Social Services

#540127-3

Montgomery County Department of Social Services currently seeks a Benefits Program Specialist I. Duties include determining client eligibility for financial assistance, medical assistance and food assistance (SNAP) programs, and more. Applicant must be able to follow complex policies, procedures, and guidelines, and explain program rights and responsibilities. Must be able to interview clients; analyze oral and written data, and complete paperwork and electronic forms. Must be able to plan, manage, coordinate, and prioritize multiple activities. A high school diploma/GED and demonstrable basic computer skills are required; social services experience is preferred. Must be able to work M – F, 8 AM – 4:30 PM, and some evening or weekend hours as required.

The starting salary is \$37,371 dependent on qualifications/experience. Also includes an excellent benefits package including paid health, dental, Virginia Retirement System and 401k/457 retirement, holidays/leave time, optional benefit plans, onsite health clinic, wellness programs, tuition/educational assistance, public sector loan forgiveness, and much more! Qualified candidates should apply at: <http://www.montgomerycountyva.gov/hr>. Application review begins immediately; job posting is through **Wednesday, December 18, 2024**. 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, national origin, disability or protected veteran status.

