



Prince George County, Virginia
Benefits Program Specialist III

SALARY	\$46,108.00 - \$71,467.00 Annually	LOCATION	County of Prince George, VA
JOB TYPE	Full-Time	JOB NUMBER	BPSIII122024
DEPARTMENT	Social Services	OPENING DATE	12/06/2024
CLOSING DATE	Continuous		

Essential Functions/Typical Tasks

Prince George County Department of Social Services is currently accepting applications for the position of Benefits Program Specialist III. This position will be responsible for receiving and processing eligibility applications, assessing needs, determining benefits eligibility and preparing and maintaining files and records for Medicaid Aged Blind and Disabled and Families and Children, SNAP and TANF.

Click [here \(Download PDF reader\)](#) for full job description.

Qualification Requirements

General knowledge of the principles and practices of public social service organizations; general knowledge of benefit programs for which eligibility is being assessed; general knowledge of current social, economic and health problems and of human behavior and social functioning; ability to analyze facts and exercise sound judgment in arriving at conclusions; ability to perform basic mathematics including calculating percentages; ability to follow oral and written instructions; ability to organize work schedule, manage workload and meet deadlines; ability to communicate ideas effectively both orally and in writing; ability to prepare clear and concise reports; ability to establish and maintain effective working relationships with clients, associates and the general public.

Special Requirements

Any combination of education and experience equivalent to graduation from an accredited community college and some customer service and fiscal processing experience.

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. 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

AddressPrince George County
6602 Courts Drive
Prince George, Virginia, 23875**Phone**

804.722.8669

Website<http://www.princegeorgecountyva.gov/>**Benefits Program Specialist III Supplemental Questionnaire*****QUESTION 1**

Do you have at least 3 years of experience processing SNAP and Medicaid benefits in the VaCMS?

- Yes
 No

***QUESTION 2**

Do you have at least 3 years of processing benefits cases in VaCMS?

- Yes
 No

***QUESTION 3**

Do you have at least 3 years of experience processing TANF benefits in the VaCMS?

- Yes
 No

***QUESTION 4**

Do you have at least 1 year of experience in processing View or Childcare?

- Yes
 No

***QUESTION 5**

Do you have at least 1 year of experience in processing IV-E or ABD Medicaid?

- Yes
 No

* Required Question