

MINNESOTA MERIT SYSTEM

EMPLOYMENT OPPORTUNITY

ELIGIBILITY WORKER

Come join the public service team at Goodhue County Health and Human Services! You will be a part of skilled, caring and knowledgeable HHS professional team whose talents and contributions promote, strengthen, and protect the health of individuals, families, and communities in Goodhue County every single day!

Kinds of Work:

Under general supervision, performs a variety of tasks related to the determination of eligibility of clients for income maintenance programs such as Food Support, Medical Assistance and Cash Programs.

Examples of Work:

- Interviews clients to obtain necessary factual information and verifies information received from clients.
- Explains application procedures to individual(s) and answers questions on how to complete the application forms for income maintenance programs.
- Determines eligibility for and amount of benefits for a variety of income maintenance programs, including cash, food and medical.
- Informs clients of their rights and method of appeal and other legal rights.
- Makes referrals to Social Services and other community resources, when appropriate.

Knowledge, Skills and Abilities:

- Knowledge of interviewing techniques and skills.
- Knowledge of human behavior.
- Knowledge of agency programs, operations, policies and procedures.
- Ability to establish and maintain effective working relationships with clients, public, co-workers and agency administration.
- Ability to organize and coordinate job activities.
- Ability to interpret legal documents, complex rules and manual materials.
- Ability to utilize and navigate in multiple software/mainframe programs.

Minimum Qualifications:

High school diploma plus 2 years of study at a 2 or 4-year College with emphasis in the Behavioral Sciences or Business. Two (2) years of clerical experience in a County Health & Human Services Agency, or 3 years of clerical experience elsewhere may be substituted for the 2 years of post-high school education.

The pay is \$27.73/hour. The County's comprehensive benefit package includes medical, dental and vision insurance, health savings account, employer paid life insurance, short and long-term disability insurance, pre-tax flexible spending accounts, Public Employees Retirement Plan, accident insurance, tax-deferred compensation, generous vacation and sick leave and 13 paid holidays per year. County employees are eligible for the Public Service Student Loan Forgiveness (PSLF) program.

Application deadline:

To apply, go to <http://agency.governmentjobs.com/mnmeritsystem/default.cfm> Deadline for receipt of applications is **4:30 p.m. on Wednesday, August 14, 2024.**

Examination process:

IMPORTANT INFORMATION:

In order to be considered for this job, you must take and pass an examination, which is offered online. The examination consists of seven (7) sub-sections measuring **arithmetic, eligibility determination and reading comprehension**. You will need a calculator and/or scratch paper in order to complete this exam.

After your Merit System application has been submitted, you will be sent an invite e mail with a unique link to access the examination sections. You will need scratch paper and/or a calculator to complete the exam. **Set aside**

enough time to take this examination in it's entirety (in one sitting). It is a TIMED exam and will allow one hour and thirty minutes to take the exam; a timer will appear in the upper right hand corner of your screen showing you how much time remains as you go through the exam. If you get out of a section before completing it - it will score the unanswered questions as "0s" zeros and you will not be given credit. Please take the exam in it's entirety in one sitting as required.

If a passing score is obtained, your score will remain on the eligible list up to one year (or until you are hired into a permanent position). You will not need to re-take this online examination if you have obtained a passing score of at least 70. If you have any changes to your application, such as updating your availability, please notify the Merit System directly.

You must complete the exam within 3 days of the closing date, or by no later than midnight, Friday, August 16, 2024.

At Goodhue County we embrace equity and inclusion. We are committed to building a team with a variety of backgrounds, skills, and views. The more inclusive we are, the better our work will be.

**GOODHUE COUNTY HEALTH & HUMAN SERVICES is an
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**