

POSITION OPENING

Economic Support Specialist --- Under the direction of the Economic Support Supervisor, this position is responsible for the coordination of services to eligible low-income individuals and families. This position works within a 7 county consortium service delivery model and requires the Economic Support Specialist to work extensive hours in a call center environment. The Economic Support Specialist is responsible for the eligibility determination and ongoing case management of public assistance programs, to include Medical Assistance, BadgerCare, Medical Assistance Purchase Plan, Elderly, Blind and Disabled Medical Assistance, Food Share, Wisconsin Shares Childcare, and Medicare Beneficiary and Benefit Recovery activities. In addition, the position is responsible for the coordination of services for eligible families with other Human Services units and community resources to assist the families in becoming self-sufficient.

Qualifications: Associate degree or two years of college preferred, but a minimum of a high school diploma or equivalent. Experience working with low-income individuals/families in a confidential manner and knowledge of data entry including all elements of Microsoft Office required. Preference will be given to those with experience in employment and training programs and/or Job Center experience.

Grade: ESS I – 58 (\$16.15/hr.)
ESS II – 60 (\$18.16/hr.) - Requires two years of experience as an Economic Support Specialist I with satisfactory evaluations and completion of all state- mandated training.

Apply with Green County employment application to Mark Nelson, ES Supervisor, GCHSD N3152 SR 81, Monroe, WI 53566 or mnelson@gchsd.org. Applications available at www.gchsd.org.

Open until filled

An equal opportunity employer, the County of Green will not discriminate on the basis of limited English proficiency or handicapped status in admission or access to or treatment of employment or in its programs, services or activities. Green County requires a drug screening as part of its employment process. Upon hiring, a physical exam is required.

May 14, 2019