



COUNTY OF NYE

CLASS TITLE: *Eligibility Specialist*

BASIC FUNCTION:

Under general supervision, performs technical duties related to the administration of public assistance and medical indigent programs.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Interviews applicants for moderate to complex social service program assistance; evaluates their backgrounds against requirements of specific programs; establishes eligibility and process forms and documents; conducts follow-up interviews.
2. Interprets and explains rules and regulations governing eligibility and grants to applicants.
3. Identifies need for social services, makes referrals to various agencies and community resources available and mediates as needed between client and State Welfare, Social Security and other indigent service programs.
4. Initiates, sets up and maintains case history files; monitors current recipients to ensure compliance with program guidelines; and follow up with client referrals.
5. Engages in extensive public relations with hospitals, landlords, other vendors as well as maintaining a good rapport with other County departments and outside agencies.
6. Prepares and processes vendor claims, purchase orders and Treasurers' transmittals.
7. Tracks grant funds and expenditures; develops and maintains programs; reviews and reconciles budget reports.
8. Maintains records and statistics including data entry of client demographics for social programs and grants.
9. Responds to questions regarding the eligibility requirements of various social service programs.
10. Performs general staff support including but not limited to typing, mail processing, filing and record keeping.
11. Performs a variety of special projects and assignments related to the duties and responsibilities of the class.

Knowledge, Skills & Abilities:

Knowledge of programs within the department as well as those offered by other County, State, Federal and private organizations; Ability and skill to interact with people of

different social, economic and ethnic backgrounds; Ability to listen, observes, asks clarifying questions and authoritatively represents the department policies.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school or successful completion of GED or high school proficiency exam and/or work experience of 1-2 years closely related to the duties and responsibilities of the class.

LICENSES:

Valid Nevada Drivers License

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Supervisors subordinate staff as assigned

CONTACTS:

Co-workers, other department personnel, clients, state and federal employees, hospital social workers and personnel, private organizations, patient advocacy agencies, non-profit organizations and the public

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Ability to lift cases of food for distribution from department counter.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Normal officer environment