



# COUNTY OF NYE

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## **CLASS TITLE: Eligibility Worker**

### **BASIC FUNCTION:**

Under direction of the Eligibility Specialist performs clerical and 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. Performs duties of the Secretary 1 & Secretary II as directed.
2. Interviews clients to determine eligibility for various public assistance and medical programs and services according to established criteria and guidelines.
3. Assists clients in completing required applications and forms for Nye County, and State/Federal Social Services and assembles and documents applicant information regarding financial resources, obligations and debts.
4. Engages in public relations with hospitals, landlords, other vendors as well as maintaining a good rapport with other County departments and outside agencies.
5. Initiates set up and maintains case history files; monitors current recipients to ensure compliance with program guidelines; and follow up with client referrals.
6. Type and log transportation vouchers and vouchers for payment.
7. Plans and maintains an adequate supply of office materials and supplies.
8. Performs general clerical work such as but not limited to typing, filing, answering telephones, regular / special reports and inputs to database required case management information.
9. Provides the general public with detailed responses to information requests about department and community assistance programs, activities and other related inquiries.
10. Monitors food bank supplies; prepares food bank order, stocks shelves and gives out food as directed.
11. As directed, may transport clients, some with mobility challenges to their destinations safely and on time. Report any incidents or accidents.

### **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.

**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. May require basic CPR and/or defensive driving certification. Must complete and maintain department training and certifications within assigned timeframe.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Not Applicable

**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. May be required to drive for extended periods of the workday.