



# COUNTY OF NYE

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## **CLASS TITLE: Senior Eligibility Supervisor**

### **BASIC FUNCTION:**

Under direction, assists in the supervision and direction of the day-to-day operations of the County's welfare programs, including but not limited to the indigent medical program.

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

1. Works with management to develop guidelines and standards for use in administration of programs in conformity with responsibilities mandated by State statute and County ordinance.
2. Performs a variety of moderate to complex administrative duties and responsibilities.
3. Assists in the monitoring, preparation and submission of monthly, quarterly and yearly grant reports and when directed is responsible to attend meetings and training for grants applicable to the Department.
4. Works with management to prepare and administer Departmental Budget.
5. Monitors and assesses community needs to determine programs and services to meet those needs.
6. Under direction assists in the hiring and training of personnel including but not limited to personnel in the WIC Clinics.
7. Engages in extensive public relations with hospitals, vendors, media and the public; and maintains a good rapport with other County Departments and outside agencies.
8. Assists staff with complex case management and when directed, makes determination for approval/denial of applications for assistance, including medical indigent cases.
9. Represents Department as directed, along with other department staff at all medical indigent appeal cases before County Manager, Board of County Commissioners and District Court.
10. In the absence of the department manager or when directed, schedules quarterly meetings of Community Service Block Grant Tripartite Board; works with Advisory Board Chairman to prepare agendas, and conducts activities necessary for open meeting law compliance.

### **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, observe, ask clarifying questions and authoritatively represent the department policies.

**EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge and abilities including: graduation from high school or successful completion of GED or high school proficiency exam; two (2) years of related college coursework beyond high school; or experience closely related to the duties and responsibilities of the class.

**LICENSES:**

Valid Nevada Drivers License

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

Supervises all subordinate staff including but not limited to supervision of the operation and personnel assigned to the WIC clinics.

**CONTACTS:**

State and Federal Employees, Hospital Personnel, Media Representatives, Private Organizations, Clients, County Personnel, Public and Board of County Commissioners.

**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.

**WORKING CONDITIONS:**

Normal office environment