



ELIGIBILITY SPECIALIST
(\$13.00 - 17.00 hourly)

POSITION DESCRIPTION:

The Eligibility Specialist works with all assigned parolee clients to assess whether or not individuals qualify for various programs. The Eligibility Specialist will determine eligibility of clients applying to receive assistance from government programs and agency resources, such as welfare, unemployment benefits, social security, and public housing. Eligibility specialists may work with Medicare or Medicaid, disability claims, or other government-sponsored programs.

Must be able to pass CDCR clearance. A criminal record will not automatically disqualify applicants.

Specific duties shall include, but not limited to:

1. Answer applicants' questions about benefits and claim procedures.
2. Check with other references to verify answers and obtain further information.
3. Compile, record, and evaluate personal, medical and financial data in order to verify completeness and accuracy, and to determine eligibility status.
4. Compute and authorize amounts of assistance for programs such as grants, monetary payments, and food stamps.
5. Initiate procedures to grant, modify, deny, or terminate benefits, services or assistance or refer applicants to other agencies for assistance.
6. Interpret and explain information such as eligibility requirements, application details, payment methods, and applicants' legal rights.
7. Interview and investigate applicants and to gather information pertinent to their applications.
8. Interview benefits recipients at specified intervals to certify their eligibility for continuing benefits.
9. Keep records of assigned cases, and prepare required reports.
10. Provide applicants with assistance in completing application forms such as those for job referrals or unemployment compensation claims.

QUALIFICATIONS:

Education:

1. Minimum high school diploma or GED equivalent

Experience:

1. Minimum 1 year of experience as an eligibility specialist
2. Experience working with at-risk populations or populations returning from periods of incarceration