

MINNESOTA MERIT SYSTEM

EMPLOYMENT OPPORTUNITY

COUNTY COMPETITIVE FINANCIAL WELFARE WORKER

The Goodhue County Health & Human Services Agency is seeking qualified applicants for the position of Financial Worker.

Kinds of Work:

Under general supervision, performs a variety of tasks related to the determination of eligibility of clients for Welfare Programs such as Food Stamps, Medical Assistance and Minnesota Family Investment Program.

Examples of Work:

- Interviews clients to obtain necessary factual information and verifies information received from clients.
- Explains application procedures to individuals and assists individual in completing the application forms for Welfare Aid Programs.
- Determines client eligibility for Welfare Aid Programs.
- Informs clients of their rights and method of appeal and other legal rights.
- Makes referrals to Social Services, Mental Health or other community resources, when appropriate.

Knowledge, Skills and Abilities:

- Knowledge of interviewing techniques and skills.
- Knowledge of human behavior.
- Knowledge of agency programs, operations, policies and procedures.
- Ability to establish and maintain effective working relationships with clients, public, co-workers and agency administration.
- Ability to organize and coordinate job activities.
- Ability to interpret legal documents, complex rules and manual materials.

Minimum Qualifications:

High school diploma plus 2 years of study at a 4-year college with emphasis in the Behavioral Sciences or Business. Two (2) years of clerical experience in a County Social Service Agency, or 3 years of clerical experience elsewhere may be substituted for the 2 years of post-high school education.

Rate of Pay:

Compensation: The pay range is \$14.80/hour - \$26.00/hour. The complete County Health & Human Services benefit package is available. Full time 40 hours/week.

Completion of a Minnesota Merit System application is required. Applications can be accessed and submitted online at <http://agency.governmentjobs.com/mnmeritsystem/default.cfm>; by **4:30 p.m. on October 29, 2010**. Applicants must pass the Minnesota Merit System Financial Worker written examination. Applicants will be notified by DHS of the test date.

**GOODHUE COUNTY HEALTH & HUMAN SERVICES is an
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**