



Economic Support Specialist I

Explore. Thrive. Belong.

Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.

ABOUT THE ECONOMIC SUPPORT DIVISION OF JEFFERSON COUNTY

The Economic Support Division within Jefferson County Human Services serves Jefferson County residents who are low income, faced with an economic setback, and/or need additional financial support as they work towards greater self-sufficiency.

WHAT YOU WILL DO

The purpose of this position is to assess, determine eligibility, and provide case management services for Federal, State, and County economic support-related programs for the residents of Jefferson County.

SOME ESSENTIAL RESPONSIBILITIES

You will be successful in this role by completing the following tasks and responsibilities:

- Operates in the County Call Center, assisting customers with benefit applications, questions, concerns, changes, general information, and understanding of programs.
- Interviews applicants in person and by telephone and electronically processes application to determine eligibility for services by gathering client's financial and non-financial data, entering data accurately into various computer systems, and assisting clients in completing forms appropriately.
- Understands Federal and State policies for all programs, with the ability to interpret program benefits and eligibility requirements.
- Evaluates clients' need for services offered by other agencies. Refer clients to needed services.

Requirements:

- Associate degree in accounting, human services or related field and one year experience; or completion of Wisconsin Department of Health and Social Services Income Maintenance training or an equivalent combination of education and experience.
- New Worker Training Certificate, Civil Rights Training, Client Rights Training and HIPAA Training. (*Trainings provided upon start of employment.*)

Preferred Requirements:

- Bachelor's degree from a college or university; or an equivalent combination of education and experience.
- Bilingual in Spanish.

Wage & Benefits

We pay \$22.34 - \$24.25/ hour based on candidate's successful experience and qualification.

Benefit Highlights if Full Time

*Health insurance*Health insurance opt Out Plan*Dental & Vision insurance
*Life insurance*Wisconsin Retirement System*Health Savings Account*Deferred Compensation Program*

2026 Gold Certified Family Friendly Workplace

Employees at Jefferson County Value

*Competitive Pay*Excellent Benefits*Great Coworkers*Flexibility*Advancement & Opportunity*Family Feel*

HOW TO APPLY: For a full job description and link to apply online, please visit the County's web site at jeffersoncountywi.gov.

Jefferson County is an Equal Opportunity Employer

