

**Jefferson  
County Position  
Description**

**Name:** \_\_\_\_\_ **Department:** Human Services  
**Division:** Economic Support

**Position Title:** Economic Support Specialist I **Pay Grade:** 4 **FLSA:** Non-exempt

**Date:** November 2019 **Reports To:** Economic Support Supervisor

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**Purpose of Position**

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.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Operates in the County Call Center, assisting customers with questions, concerns, changes, general information, and understanding of programs.
- Interviews applicants in person, by telephone, and electronically 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.
- Provides ongoing financial case management services.
- Coordinates Childcare Provider Certification. Evaluates and monitors facilities to ensure standards are met; implements corrective action plans; recommends enforcement actions; and investigates complaints of certified providers.
- Authorizes payments to Child Care Providers for W-2 and non-W-2 participants.
- Investigates cases for potential fraud, implements IPV sanctions, processes FEV referrals, and calculates and establishes benefit recovery claims.
- Interprets tax documents and court records. Testifies in administrative (civil) fair hearings.
- Attends and participates in ongoing training to maintain knowledge of current eligibility requirements, program policies, and procedures.
- Practices competent motivational interviewing techniques, if applicable.
- Supports and enhances a trauma-informed care environment.
- Completes annual compliance training and adheres to Human Services compliance policies and procedures.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Demonstrates dependable attendance.
- Performs other duties as assigned or as may develop.

**Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

- Performs Administrative Assistant duties as needed, including scheduling appointments, scanning, answering the switchboard, and directing calls.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Associate's 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.

### **Preferred Training and Experience Required to Perform Essential Job Functions**

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

### **Other Requirements – Certificates/Licensures**

New Worker Training  
Certificate. Civil Rights Training.  
Clients  
Rights Training. HIPPA  
Training.

### **Knowledge, Skills, Abilities**

- Ability to reliably and predictably carry out one's duties.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to work effectively with individuals and families to assist them in solving physical, mental, and social problems, with members of the mental health team and other allied professionals.
- Ability to work with challenging situations where clients may be hostile or aggressive.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Knowledge of accurate record-keeping and accounting and bookkeeping processes in accordance with regulatory mandates and economic practicality
- Skill in operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.

**Supervision**

None.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper.

Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate. May encounter consumers who are verbally or physically abusive.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee \_\_\_\_\_

Date \_\_\_\_\_

Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Human Resources \_\_\_\_\_

Date \_\_\_\_\_

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