Economic Support Specialist II
Specialty Team

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:

- Five years of related experience; or associate degree in a related field and two to three years of Economic Support Specialist experience.
- Currently trained in Elderly, Blind and Disabled Economic Support programs for all Specialist Positions

Preferred Requirements:

- Bachelor's degree from a college or university; or an equivalent combination of education and experience.
- Bilingual in Spanish.
- Trained in Long Term Care (For LTC positions) or Wisconsin Shares Child Care (For Child Care positions)

Wage & Benefits

We pay $26.90 - $29.20/ 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