

Date Posted: 8/5/11

University of Houston  
Graduate College of Social Work

**JOB OPPORTUNITY POSTING**

**Job Title:** Eligibility Specialist – Bilingual English/Spanish

**Employer/Agency:** Harris County Community Services Department Office of Social Services

**Job Description:** This position comprises the base of the staff structure through which policy is interpreted in determining a client's eligibility for emergency financial assistance services. The Eligibility Specialist evaluates the needs of clients, interprets agency policy, and assures essential needs of clients are met either by this program or by referring to the agency's case management program.

- Interview and counsel individuals and families requiring assistance with personal and family adjustments, finances, employment, food, clothing, housing and physical/mental impairments.
- Determine nature and degree of problems and the agency's ability to be of service.
- Determine client's eligibility for financial assistance. Secure information such as medical, financial and social factors contributing to the client's situation.
- When appropriate, refer clients for case management services or other community resources.
- Access and record client and community resource information, manually or using computer equipment to input and retrieve information.
- Compile records and prepare reports.
- Establish and maintain effective working relationship with co-workers and the general public.

**Qualifications:**

**EDUCATION/ POSITION REQUIREMENTS:**

Bachelor's degree in a Social Sciences related field such as Psychology, Sociology, Social Work, Behavior Science or Criminal Justice.

Bilingual in English/Spanish; Must possess good customer service skills; Must have good written and oral communications skills; Possess the skills to draft correspondence and chronologically document files; Word processing skills and the ability to learn applicable software programs are required; Possess the skills to maintain quality control over work assignments; Ability to read and interpret regulations pertaining to the administered programs.

**Hours:** Full time temporary position

**Employer/Agency:** Harris County Community Services Department Social Services Dept.

**City, State, Zip:** Houston, Texas

**Telephone:** 713-696-1955

**Application Method:** . All interested applicants can forward their resume to Roxanne Henry, LMSW, IRP and Assistant Director, at [roxanne.henry@csd.hctx.net](mailto:roxanne.henry@csd.hctx.net) or call directly at 713-696-1955.

**Opening Date:** Immediately

**Equal Employment Opportunity Employer**

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@sw.uh.edu](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity. Thank you***