

Date Posted: 02/19/13

University of Houston
Graduate College of Social Work

JOB OPPORTUNITY POSTING

Job Title: Eligibility Specialist **ANNOUNCEMENT NUMBER:** 110571-P

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

Job Description: Interviews and counsels individuals and families requiring assistance with personal and family adjustments, finances, employment, food, clothing, housing and physical/mental impairments. Determines nature and degree of problems and the agency's ability to be of service. Determines client's eligibility for financial assistance. Secures information such as medical, financial and social factors contributing to the client's situation. When appropriate, refers clients for case management services or other community resources. Accesses and records client and community resource information, manually or using computer equipment and inputs and retrieves information. Compiles records and prepares reports. Establishes and maintains effective working relationship with co-workers and the general public. Performs other job-related duties as assigned. **Works in an office setting - no special safety precautions are required. Occasional required travel to training events or meetings.**

**EMPLOYMENT IS CONTINGENT UPON PASSING A CRIMINAL BACKGROUND CHECK
HARRIS COUNTY HAS AN EMPLOYMENT AT WILL POLICY.**

Qualifications: Bachelor's degree in a Social Sciences related field such as Psychology, Sociology, Social Work, Behavior Science or Criminal Justice. **A valid driver's license is required.** Good customer service skills, good written/oral communications skills, and ability to draft correspondence and chronologically document files are **required.** The position also requires computer skills in word processing and the ability to learn applicable software programs to maintain quality control over work assignments. Must be able to read and interpret regulations pertaining to the administered programs.

Salary/Hours: Will be discussed in Departmental Interview/ Monday-Friday 8-5pm

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

Address: 9418 Jensen Dr.

City, State, Zip: Houston, Texas 77093

Contact Person: Janice Dykes, MSW

Contact Title: Assistant Director

Telephone: 713-696-1923

Email Address: Janice.dykes@csd.hctx.net

Application Method: Apply online at: <http://www.harriscountytexas.gov/HRRM/jobapplications.aspx>

Opening Date: Open until filled

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you