

Date Posted: 09/10/12

**University of Houston
Graduate College of Social Work
JOB OPPORTUNITY POSTING**

Job Title: Eligibility Worker I

Employer/Agency: Contra Costa County

Job Description: The Employment and Human Services Department is recruiting for Eligibility Worker I with the anticipation of filling multiple vacancies within the department. Individuals appointed to these positions may be assigned to any of the department offices which are located in Richmond, Pleasant Hill, Hercules, and Antioch. Eligibility Workers learn a variety of State and Federal programs, and also receive training to work effectively with program participants providing information and assistance to them concerning necessary documents to establish eligibility, how to obtain information from various sources and to carefully review documents related to eligibility for assistance. Eligibility Workers participate and assist in the overall goal to assist participants and support them in ultimately becoming self-sufficient. They also learn how to establish, develop and review participant records using computer and manual systems.

Qualifications: Candidates must possess throughout the duration of employment a valid California Motor Vehicle Operator's License. Out of State valid Motor Vehicle Operator's License will be accepted during the application process. Education: Possession of a high school diploma or G.E.D. equivalency or a high school proficiency certificate.

Experience: Either: One (1) year of full-time (or the equivalent of full-time) office support experience which has included substantial public contact or one (1) year of full-time (or the equivalent of full-time) experience with responsibility for processing documents relating to: loans, financial assistance, unemployment, veterans benefits, insurance benefits, health benefits and/or social services programs.

Substitution: Completion of 60 semester or 90 quarter units from an accredited college or university may be substituted for a maximum of six (6) months of the required experience in above options.

Salary/Hours: \$31,877.52 - \$38,747.28 Annually

Employer/Agency: Contra Costa County
City, State, Zip: Contra Costa County, California

Application Method: Applicants are encouraged to apply on-line at [Contra Costa County Department of Human Resources](#), or, a completed Contra Costa County application and Supplemental Questionnaire must be received or postmarked by the closing date/time listed. **Faxed applications WILL NOT be accepted.**

Opening Date: Immediate

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 with the hiring details of your new job opportunity.

Thank you