

# Eligibility/Referral Specialist 1



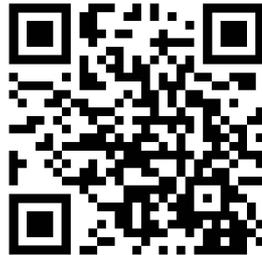
This is a full-time, classified, bargaining position in our Public Assistance Division at Clark County Department of Job & Family Services/ BenefitsPlus Division. In a call center environment, responsibilities include obtaining client information by answering phone calls; interviewing clients verifying information to determine eligibility for public assistance programs and maintaining communication with clients to determine continued eligibility.

## Qualifications:

- High school or equivalent
- Previous training and/or experience in a human services related field

## Benefits:

- Medical Insurance
- Dental Insurance
- Vision insurance
- Sick & Vacation leave
- 14 paid holidays
- Employee assistance program
- Retirement Plan
- Disability & Life insurance
- Tuition reimbursement



## What are we looking for?

- ✓ The ability to work in a fast-paced and pressured environment
- ✓ The ability to maintain accurate records
- ✓ Excellent customer service skills
- ✓ The ability to multi-task
- ✓ The ability to communicate effectively in writing and orally
- ✓ The ability to remain calm and professional at all times

**Pay:** \$15.74/hr. + 3% increase after probation

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