



JOB OPPORTUNITY BULLETIN

Harrison County affords equal job opportunity to all individuals, regardless of race, color, religion, sex, age or national origin.

Today's Date: **January 25, 2023**

Date Listing Will Close: **February 1, 2023 at 5 p.m.**

The following department has a vacancy for qualified employees in the following position:

Class Specification: **Eligibility Worker**

Location /Department: **Human Services**

Salary: **\$12.00 per hour**

Position Summary: **See Attached Job Description**

Job Duties and Responsibilities: **See Attached Job Description**

Qualifications / Experience: **See Attached Job Description**

HARRISON COUNTY PERSONNEL/ HUMAN RESOURCES

1801 - 23rd Avenue, First Floor, South Hall, Gulfport Courthouse
Phone: (228) 865-4194 Fax: (228) 865-4162 www.co.harrison.ms.us

APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.

**HARRISON COUNTY, MISSISSIPPI
JOB DESCRIPTION**

JOB TITLE: Eligibility Worker I

DEPARTMENT: Human Services

FLSA STATUS: Non-Exempt

REPORTS TO: Department Director

POSITION CODE: 8810

MAINTENANCE REVIEW DATE: January 25, 2023

CLOSING DATE: February 1, 2023

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to: attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary. Should an incumbent/applicant be unable to perform the essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB OBJECTIVE: This is routine work in determining the initial and continuing eligibility of applicants and recipients for welfare assistance and in providing other services related to the programs of county offices. Emphasis is upon the investigation and reporting of continued eligibility in public assistance categories and food stamps. Initial determination of eligibility is also performed at this level. Work is performed under the supervision of the Welfare Director or other superior to whom this function is delegated.

ESSENTIAL JOB FUNCTIONS:

1. Obtains and evaluates information relating to the needs, resources and legal eligibility of recipients
2. Recommends the approval or rejection of continued eligibility of recipients
3. Takes applications and makes investigation of initial eligibility of applicants when such occasions arise within the normally assigned caseload
4. Confers with immediate supervisor on special problems arising in the caseload and on planning and carrying out assigned duties
5. Distributes, collects and assists applicants and recipients in completing documents upon which eligibility determinations are based
6. Advises applicants and recipients of their basic rights and responsibilities associated with public assistance
7. Explains program benefits, requirements and procedures to welfare applicants and recipients, and answers routine questions
8. Maintains client confidentiality at all times and establishes and maintains case files
9. Prepares documents necessary to initiate, continue and modify public assistance

SECONDARY DUTIES AND RESPONSIBILITIES:

1. Performs other related duties as required.

SUPERVISORY RESPONSIBILITIES: None.

MINIMUM QUALIFICATIONS: High School Diploma or GED equivalency and 60 semester hours of college credit or approved experience in a related field

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: Office practices, telephone etiquette, record-keeping practices and

Procedures; business mathematics; computer hardware and software; and techniques of interviewing for information and record-keeping

Ability to: Make arithmetic computations; accurately record information and complete complex forms; obtain information from applicants and recipients concerning income, other financial resources and other personal information affecting eligibility; learn to access, input and retrieve information using mainframe computer hardware and software; communicate effectively with persons from a variety of social, cultural and economic backgrounds; maintain cooperative relationships with applicants and clients in tense and emotional situations; establish and maintain effective working relationships with co-workers.

ADDITIONAL REQUIREMENTS: Must possess a valid Mississippi Driver's License before employment and maintain licensure for duration of employment in this position.

Salary Range: \$12.00 per hour

PHYSICAL REQUIREMENTS:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	YES	NO
Work involves lifting, pushing, pulling or carrying 40 pounds or more		✓
Work involves the operation of earth-moving equipment or commercial motor vehicles		✓
Work involves the operation of non-commercial motor vehicles	✓	
Work involves the operation of tools such as axes, shovels, sling blades, etc.		✓
Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers, lawn mowers, tractor		✓
Work involves climbing or running		✓
Work involves stooping, bending, twisting, or reaching out in unusual positions		✓
Works above ground or floor level, such as on stools or ladders		✓
Works in a relatively high average temperature over a long period of time		✓
Work involves physical exertion of the whole body over a long period of time		✓
Work requires near vision (20 inches or less)	✓	
Work requires distance vision (20 feet or more)	✓	
Work involves the detection of color differences		✓
Work involves determination of the correct location of a sound, such as footsteps		✓
Work involves hearing and understanding conversation or sounds	✓	

WORK ENVIRONMENT:

The environmental conditions marked below are common to this job:

	YES	NO
Outdoor Weather Conditions		✓
Wet, Humid Conditions (non-weather)		✓
Work Near Moving Mechanical Parts		✓
Work in High, Precarious Places		✓
Fumes or Dust		✓
Toxic or Caustic Chemicals		✓
Extreme Heat (non-weather over 90° F.)		✓
Low Noise (e.g., business office)	✓	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)		✓
Loud Noise (e.g., jackhammer, heavy motorized equipment)		✓

Signature _____

Date _____