

State of Washington
Dept. of Social and Health Services
invites applications for the position of:



DSHS ESA WorkFirst Program Specialist

SALARY: \$3,887.00 - \$5,102.00 Monthly

OPENING DATE: 03/17/22

CLOSING DATE: 03/27/22 11:59 PM

DESCRIPTION:

DSHS ESA WorkFirst Program Specialist

The Economic Services Administration, Community Services Division (CSD) is looking for an approachable and mindful individual for the role of a WorkFirst Program Specialist located in Omak, WA.

As a Work First Program Specialist, you will provide case management and financial services to parents applying for or receiving Work First Temporary Assistance to Needy Families assistance to promote and assist clients in achieving economic self-sufficiency.

Your collaboration with your clients will assist in finding the most successful possible outcome. In this role, you will experience the rewarding feeling of being alongside a dedicated team that shares your commitment to success. Join us in Transforming lives. Apply today!

Some of what you will do:

- Develop Individual Responsibility Plans, review, plan, monitor, revise, update, and evaluate client's needs, activities, and progress
- Conduct evaluations to determine strengths and barriers, and develop specialized steps to guide parents to an employability or barrier removal plan
- Conduct orientation for new and returning Work First clients
- Screen clients for potential barriers such as domestic violence, substance abuse, special assistance, family planning needs, or behavioral health issues
- Perform work using automated eligibility, verification, and phone systems
- Determine eligibility and appropriateness for Diversion Cash Assistance
- Monitor/maintain/update e-Jas system case records; schedule/coordinate and participate in case staffing
- Analyze client circumstances to identify their abilities and refer to community resources and/or Work First contractors to remove barriers to employability
- Determine eligibility/accurate benefit amounts for public assistance programs
- Refer clients to Work First Social Service Specialists for assessment or specialized case management
- Refer clients to community partners, other agency services.
- Complete pathway development tool for new and/or existing participants.

What we are looking for:

- Ability to defuse a potentially hostile situation
- Ability to conduct interviews remotely and work in an environment of constant change
- Knowledge of state and federal welfare and welfare reform laws, rules, and regulations.

Who should apply?

Professionals with one year of experience as a Public Benefits Specialist 3 or equivalent

experience determining eligibility for social or financial service programs.

How to apply:

Please fill out an application and include:

- A resume
- Cover Letter
- Three professional references

Questions? Please contact the recruiter at [Jason Black](#) and reference job number 03861.

NOTE: Per Governor Inslee's [Proclamation 21-14](#) ([Download PDF reader](#)) mandates that state employees must be fully vaccinated. Your vaccine status will be verified. Please note medical or religious accommodation may be available, once an offer of employment is made.

DUTIES:

QUALIFICATIONS:

SUPPLEMENTAL INFORMATION:

Prior to a new hire, a background check including criminal record history may be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the job. This announcement may be used to fill multiple vacancies. Employees driving on state business must have a valid driver's license. Employees driving a privately owned vehicle on state business must have liability insurance on the privately owned vehicle.

Washington State Department of Social and Health Services is an equal opportunity employer and does not discriminate in any area of employment, its programs or services on the basis of age, sex, sexual orientation, gender, gender identity/expression, marital status, race, creed, color, national origin, religion or beliefs, political affiliation, military status, honorably discharged veteran, Vietnam Era, recently separated or other protected veteran status, the presence of any sensory, mental, physical disability or the use of a trained dog guide or service animal by a person with a disability, equal pay or genetic information. Persons requiring accommodation in the application process or this job announcement in an alternative format may contact the Recruiter at (360) 725-5810. Applicants who are deaf or hard of hearing may call through Washington Relay Service by dialing 7-1-1 or 1-800-833-6384.



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* 1. Do you have at least one year of experience as a Public Benefits Specialist 3 or equivalent experience determining eligibility for social or financial service programs?

☐ Yes ☐ No

* Required Question