



## Todd County Employment Opportunity

### **Eligibility Worker** *(formally titled Financial Worker by MN Merit)*

Due to an upcoming retirement, an opening exists in the Todd County Health & Human Services Division for a full-time Eligibility Worker. This position performs a variety of tasks related to the determination of eligibility of clients for income maintenance programs and services; establish initial and ongoing eligibility for multiple income maintenance programs; communicates program requirements; supports program participants in achieving the highest degree of independence and in addressing barriers to self sufficiency; provides education, enrollment and assistance to managed health care enrollees; makes appropriate referrals to other community resources; and performs related work as assigned.

**MINIMUM QUALIFICATIONS:** Must be currently listed on the MN Merit System Register for Todd County for the Eligibility Worker. Three years of clerical experience or working with the public, or some combination of the two, totaling three years; OR Two years of clerical experience in a social services/human services agency; OR Two years of study in an accredited two or four year college or university with an emphasis in the behavioral sciences, business, or closely related subjects; OR Successful completion of the technical college Public Welfare Financial Worker diploma program. See job description for additional details. Successful candidates will have a strong belief in providing outstanding service; have great attention to detail and the ability to pass a criminal background check. Bilingual in Spanish, (oral and written skills) is preferred.

**SALARY:** Grade 17 - \$13.967 - \$21.548 per hour, plus an exceptional benefits package. This is a non-exempt, union position.

#### **HOW TO APPLY:**

- 1. Must complete a MN Merit Application, found online at <http://agency.governmentjobs.com>.** If you need assistance you may ask the Minnesota Merit staff by emailing [dhs.merit.system@state.mn.us](mailto:dhs.merit.system@state.mn.us) or call 651.431.3030.
- 2. Applicants must also complete an official Todd County Application for Employment submitting to:** Todd County Administration/Human Resources Department, 347 Central Avenue, Suite Five, Long Prairie, MN 56347, phone 320.732.6155. Completed Todd County Applications may be e-mailed to [karla.nalezny@co.todd.mn.us](mailto:karla.nalezny@co.todd.mn.us), or mailed/delivered to the Administration/Human Resources Department. Todd County Applications for Employment and current Merit Job Description may be obtained from the Administration Department, the Todd County web page at [www.co.todd.mn.us](http://www.co.todd.mn.us).

**Application Deadline:** Applications for this position will be accepted through February 29, 2012. Internal applicant deadline February 17, 2012.

PD 2/10/2012

*Todd County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*