



## **DHS/DFCS (OFI) – Economic Support Specialist 1**

**Job Number:  
TBD**

**Job Posting:** January 4, 2017

**Closing Date:** February 6, 2017

**Primary Location:** DeKalb, Clayton, Fulton, Gwinnett, Cobb

**Number of Openings:** Continual Openings

**Job:** DFCS/OFI

**Shift:** Day Job

**SALARY:** Pay Grade: E

**Salary Range:** \$20,472.39 - \$29,246.27

(Salary Commensurate with Experience)

Current Georgia state government employees will be subject to State Personnel Board rule provisions.

The Georgia Division of Family and Children Services (DFCS), a division of the Georgia Department of Human Services, investigates reports of child abuse; finds foster and adoptive homes for abused and neglected children; issues SNAP, Medicaid, TANF and childcare assistance to low-income families; helps out-of-work parents get back on their feet; and provides numerous support services and innovative programs to help families in need.

DFCS is working to implement significant child welfare reform through the Blueprint for Change plan, which is the Division's roadmap to improving the lives of the children and families we serve. It is about strong practice, a committed workforce and the authentic internal and external engagement with our staff and the community. The Blueprint for Change has three pillars:

- **Practice Model:** Adoption of a practice model that will serve as the foundation to keep kids safe and strengthen families; and inclusion of guiding principles, vision and mission statement.
- **Robust Workforce Development:** Increased staffing and expertise for Child Welfare and Family Independence; research-based caseload ratios; mentoring for supervisors; improved compensation based on proven competency; and development of a career path.
- **Constituent Engagement:** Creation of advisory boards at state, regional and local levels; organized "roadshows" to engage the public, local stakeholders and media; and build consensus and collaboration among partners, staff, and stakeholders.

DFCS is seeking candidates for the position of **Economic Support Specialist 1** in the Supplemental Nutrition Assistance Program (SNAP), Food and Nutrition Unit. The positions will be located in the Atlanta Metro District, Cobb, Clayton, DeKalb, Fulton and Gwinnett Counties.

## **Job Summary & Responsibilities:**

Under limited supervision, the **Economic Support Specialist 1** will:

- Determines eligibility for Supplemental Nutrition Assistance Programs (SNAP) or Family Medicaid assistance programs.
- Processes applications and/or reviews using appropriate criteria and policies consistently and according to established guidelines.
- Records and evaluates personal and financial data obtained from individuals.
- Keys in a high volume of data using standard office hardware and software.
- Performs other professional responsibilities as assigned.

## **Core Competencies:**

- Excellent oral, written, presentation and interpersonal communication skills.
- Strong proficiency in the use of Microsoft Office Suite and/or standard software applications typically used in a corporate office environment.
- Ability to effectively and accurately enter a high volume of data on a regular basis using standard office technology.

*DHS provides services to ensure the health and welfare of all Georgians. In the event of an emergency, any employee may be required to assist in meeting the emergency responsibilities of the department.*

## **Qualifications:**

- Completion of 90 quarter hours (60 semester credits) from an approved, accredited college or university.
- or**
- H.S. Diploma or GED AND one (1) year of related experience which involved customer contact/interaction as a regular part of the position.

## **Preferred Qualifications**

Preference will be given to candidates who, in addition to meeting the minimum qualifications, demonstrate some or all of the following education/skills/experience:

- Bachelor's degree in a related field from an approved, accredited college AND one (1) year related experience which involved customer contact/interaction as a regular part of the position.

## **Benefits:**

In addition to a competitive salary, DHS offers a generous benefits package, which includes employee retirement plan; paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment, health and child care spending account.

Visit <http://team.georgia.gov/> for more information.

## **GEORGIA ON MY MIND: *It Doesn't Get Any Better Than This!***

Georgians enjoy a quality of life that would be hard to find in any area across the nation. Lower taxes and a lower cost of living enable you to do more with the money you make and maintain a higher standard of living.

Within Georgia you will find an unlimited supply of recreational and cultural opportunities. Enjoy boating, camping, fishing, golf, hiking, picnicking, swimming, tennis or just relaxing against Georgia's many scenic backdrops. Georgia is a 57,906 square-mile playground filled with natural beauty and immaculate resources. From the mountains to the coast from ballet to baseball, Georgia offers you a livability and quality of life that can help you achieve your dreams.

As the capital of Georgia, metro Atlanta, the ninth largest US population center has approximately 5.3 million residents. It is uniquely positioned to provide the best of everything. From its diverse economy, global access, abundant talent, and low costs of business and lifestyle, metro Atlanta is a great place to call "home." Residents have easy access to arts, culture, sports, world class shopping and nightlife. Atlantans experience all four seasons, with mild winters that rarely require a snow shovel. Yes, Atlanta is a great place to work and live!! [www.metroatlantachamber.com](http://www.metroatlantachamber.com)

### **Criminal Background Checks/Applicant Privacy Rights**

All applicants may be subject to a drug screen and may be required to submit fingerprints to check for the existence of criminal history information through the Georgia Bureau of Investigation and the Federal Bureau of Investigation. Applicants have the right to challenge the contents of any criminal history record obtained for the purpose of employment with DHS. For an explanation of these rights, please read, "Applicant Privacy Rights" at:

[http://gbi.georgia.gov/sites/gbi.georgia.gov/files/related\\_files/document/ApplicantPrivacyRights.pdf](http://gbi.georgia.gov/sites/gbi.georgia.gov/files/related_files/document/ApplicantPrivacyRights.pdf)

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification. Former DHS employees must be eligible for rehire in order to be considered for the position.

This position is subject to close at any time once a satisfactory applicant pool has been identified.

The Georgia Department of Human Services (DHS) provides a wide range of human services designed to promote self-sufficiency, safety and well-being for all Georgians. The department is one of the largest agencies in state government with an annual budget of \$1.8 billion and nearly 9,000 employees. DHS is comprised of three Divisions: the [Division of Aging Services](#), the [Division of Child Support Services](#), and the [Division of Family and Children Services](#).

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