Job title: Eligibility Technician I
Salary: $21.54 - $25.52/hour; $42,003.00 - $49,764.00/year

The County of Alameda is accepting employment applications for the Eligibility Technician 1. If you are interested in this job, please submit your application by the deadline.

THE POSITION

Eligibility Technicians are specialist in assisting individuals, families and children enroll in or maintain health coverage and determining initial and on-going eligibility for such programs as CalFresh, General Assistance or CalWORKS. The current openings are in Oakland and Hayward.

Eligibility Technician I is the entry level of the Eligibility Technician series. The Eligibility Technician I is required to participate in specialized training classes in preparation of learning effective interviewing techniques, appropriate computerized case management and applicable Federal, State and County regulatory requirements.

THE IDEAL CANDIDATE

The Ideal Candidate for the position of Eligibility Technician I is committed to providing exceptional customer service and possesses a background of performing community service or a work history in working face-to face or over-the-phone with individuals from various multi-cultural and socio-economic backgrounds. The Ideal candidate is an effective communicator; displays excellent interpersonal skills, quickly grasps new concepts and is able to disseminate information accurately and quickly to Social Services applicants and recipients. The Ideal candidate has well-developed skills using computers and window's based software. Additionally, the Ideal Candidate will be able to:

• Perform clerical work that involves independent judgment and requires accuracy and speed.
• Make accurate arithmetical computations.
• Understand and follow complex oral and written directions.
• Establish and maintain cooperative working relationship with co-workers and the public.

Opening date: Feb 6 2015 12:00AMFinal filing date: Mar 3 2015 5:00PM
Recruitment number: 15-1470-01
Web link: http://www.jobaps.com/Alameda/sup/Bulpreview.asp?R1=15&R2=1470&R3=01