**Eligibility Worker I – Full time**

This position would ideally be housed in our Carrington office, but could be housed at either our Eddy or Wells county offices, as well.

Please contact Julie St. Germaine at jastgermaine@nd.gov or 701.547.3694 for more information.

**Summary of Work**

Essential functions of this position include interviewing and determining eligibility for applicants and recipients of human services economic assistance programs by interpreting state and federal policies; processing applications; establishing electronic case files; maintaining a caseload; performing necessary actions relating to appeals and fraud; maintaining manuals; attending training sessions and workshops; and performing other duties as assigned. A high level of verbal and written communication skills is required. Computer literacy is required

**Minimum Qualifications**

Eligibility Worker I requires the qualifications as listed for the "Eligibility Worker Technician" below, PLUS one (1) year of work experience determining eligibility in a human service office in one of the following economic assistance programs: Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Foster Care, Medicaid, or LIHEAP; OR an Eligibility Worker Associate Degree offered at Bismarck State College.

If no qualified Eligibility Worker I applicants are found, we will consider filling this position as an Eligibility Worker Technician (SC0003). Minimum qualifications require a high school diploma or GED, PLUS one of the following:

* Three years of work experience in the clerical, accounting, financial, legal, or teaching fields;
* Three years of a bachelor's degree program (90 semester hours or 135 quarter hours);
* Three years combined education and experience as listed above; or
* Completion of the Eligibility Worker Certificate Program offered at Bismarck State College.

The successful applicant must pass a standard, motor vehicle, and criminal record check.

**Application Procedures**

Please make sure your resume includes information to demonstrate how you meet the minimum qualifications as posted. Your work history will not be given credit if the Department’s Human Resource Division cannot determine that you meet the minimum qualifications.

Applicants must be legally authorized to work in the United States. The Department of Health & Human Services does not offer or provide sponsorships.

All application material must be received on or before the closing date by 11:59 pm.

A copy of your qualifying degrees transcript and any applicable certifications or licensures must be provided at the time of an interview.

For more information or if you need an accommodation, please contact Julie St. Germaine at jastgermaine@nd.gov or at 701.547.3694

Employing Unit: Central Prairie Human Service Zone

TTY Number: ND Relay Service 1-800-366-6888 (text); 1-800-366-6889 (voice)

If you are experiencing technical difficulties with the Application Process or uploading attachments, please contact recruiter@nd.gov or (701)328-3290.

**Equal Employment Opportunity**

The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), genetics, religion, age or disability in employment or the provisions of services and complies with the provisions of the North Dakota Human Rights Act.

As an employer, the State of North Dakota prohibits smoking in all places of state employment in accordance with N.D.C.C. § 23-12-10.