

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3260

TITLE: ELIGIBILITY SUPERVISOR

GRADE: S-24

DEFINITION:

Under direction, plans, assigns and reviews the work of and to instruct a group of Eligibility Workers; and to do related work as required.

TYPICAL TASKS:

Through group and individual conferences, instructs Workers in federal, state and local policy relating to determination of eligibility, various assistance programs, and other programs administered by the Department of Social Services, such as Food Stamps and Medicaid; Instructs in the techniques of interviewing, evaluation of information and in making appropriate referrals to service units within the agency and to community resources; Helps interviewers plan schedules to cover workloads and assigns cases; Reviews recommendations and evaluates the work of the Workers; Interprets the program to the Community.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of related Federal and State laws, ability to train and supervise, ability to plan and organize a workload, ability to differentiate between functions of interviewers and service units, ability to develop and maintain effective working relationships with a variety of individuals and to interpret policies with respect to eligibility.

EMPLOYMENT STANDARDS:

Graduation from college plus three years of experience in eligibility determination for assistance; or, Completion of three years of college plus four years of experience, three of which must have been in eligibility determination for assistance. The other year may have been in related employment; or, Completion of two years of college plus five years of experience, three of which must have been in eligibility determination for assistance. The other years may have been in related employment; or, Completion of one year of college plus six years of experience, three of which must have been in eligibility determination for assistance. The other years may have been in related employment; or, Graduation from high school or possession of an equivalency plus seven years of experience, three of which must have been in eligibility determination for assistance. The other years may have been in related employment.

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