

Job Posting

February 25, 2019

POSITION

Benefits Specialist, Food Support Connections

EMPLOYMENT TYPE

Part time– 20-25 hours/week

SALARY

\$17-\$19/hour

REPORTS TO

Benefits and Outreach Supervisor

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Benefits Specialist will:

- Perform outreach at community organizations within the catchment area
- Conduct educational workshops and presentations at community partner organizations
- Travel with laptop computer and educational materials to various agencies, sites and events
- Prescreen clients for SNAP eligibility using United Way of New York approved software and screen clients for all other public benefits through Access NYC
- Educate client on his or her rights and responsibilities pertaining to SNAP eligibility
- Educate client on documents needed for interview and the options available for document submission, such as upload through mobile phone
- Assist eligible clients with completion of SNAP application online and on paper
- Set up interviews for client at his or her local Human Resources Administration (HRA)
- Submit applications through Paperless Office System (POS) and documentation through the Easy Access system
- Follow up with client post-interview, to ensure timely receipt of SNAP benefits
- Work on evenings and weekends, as required
- Other duties as assigned

COMPETENCIES

- *BILINGUAL ENGLISH/SPANISH Preferred*
- Dynamic, able to multi-task and work independently
- A willingness to work as a team member and with a diverse population

EDUCATION EXPERIENCE

High School Diploma or Equivalency

APPLICATION DEADLINE

Rolling

SUBMIT RESUME AND COVER LETTER TO

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