



Job Opportunity INTERNAL PLACEMENT PROGRAM

Title: Eligibility Specialist
Posting Date: August 30, 2010
Department: Alternative Payments Stage 2
Report To: Program Manager

Summary:

Interviews clients/prospective clients to determine their eligibility for a wide range of social services. Gathers and verified information. Assists clients to complete application forms for government and other social services and submits for approval.

Major Responsibilities:

- Provide enrollment services for families including certification and re-certification of eligibility for programs.
- Maintain current and accurate records in the database while maintaining confidentiality.
- Manages all paperwork to verify families eligibility and need of services.
- Review all attendance sheets for children on your caseload, and assists in maintaining the waiting list.
- Responsible for the calculating of parent fees. Assist with planning and implementation of parent education and parent involvement components.
- Assist in typing monthly reports, timesheets, parent meeting notices and invoices.
- Maintain complete and organized parent files.
- Assist parent/providers with questions on attendance sheets and child care payments.
- Performs other duties as assigned.

Requirements:

Option 1 – Bachelors degree and 6 months experience in office and or customer service environment
Option 2 – AA degree and 2 years experience in office and or customer service environment.
Option 3 – High School Diploma or equivalent with 4 years experience in office and or customer service environment. Valid California driver's license and automobile insurance required. Detail-oriented, self-motivated and possess excellent customer service skills. Excellent oral and written communication skills. Must have strong computer skills and complete knowledge of Microsoft Office.

Please forward resume with cover letter to:

DREW CHILD DEVELOPMENT CORPORATION
1770 East 118TH Street
Los Angeles, CA 90059
Fax: 323-249-2970
Email: jobs@drewcdc.org
Attn: Human Resources

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