

ADRC Program Specialist-Will work in the Aging and Disability Resource Center (ADRC) to assist our region's population who are aging and have disabilities. Works with clients to provide information, referral and assistance, benefits counseling, options counseling and provide certified application counseling (CAC) services. Will be responsible for providing appropriate referrals to community resources and public benefit programs available to the aging and disability community. Will meet in person or by phone with interested individuals to assist with applying for and understanding public benefit programs, understand their options for community living or provide assistance with health insurance.

Bachelor's degree in public health, public administration, business administration, communications or equivalent required, plus a least three years of relevant experience; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Ability to read and interpret benefits-related publications, governmental regulations and general business correspondence. Ability to compute rate, ratio , percent and to draw and interpret bar graphs. Must be able to use a variety of Microsoft Office applications including, Word, Excel, PowerPoint and Outlook. Valid Texas driver's license and means of reliable transportation required.

Salary range: \$13.75 - \$15.58, DOQ