

HUMAN SERVICES TECHNICIAN IV: Assist in the administration of the County Indigent Health Care Program (CIHC) throughout the region by performing moderately complex human service support work. Work involves providing information to clients or assisting staff in the delivery of social services; provides assistance to applicants in completing applications and intake of required documentation for case processing; interviews applicants and determine initial or continued eligibility; computes benefits and determines lengths of certification period; assist providers with information on clients and claim status and travels weekly to participating counties for application intake and case review.

Requires high school graduation or equivalent. A college degree or experience in social work preferred. Knowledge of community and government service delivery systems; case management systems; case guidelines; regulations and policies and community welfare resources. Must be skilled in performing basic math computations; must pass basic computer skills test and must have knowledge of Microsoft Office Programs. Must have a valid driver's license and dependable transportation.

Salary range: 12.00-16.00 DOQ