

Rio Grande County is accepting applications for a Department of Social Services position of:  
**Income Maintenance Technician**

**General Summary of Duties:**

Determines initial and ongoing eligibility of recipient of Colorado Works /TANF, General Assistance, Medicaid, OAP, AND, Baby Care, and food stamps on a continuing basis utilizing the computerized systems of CBMS .

**Essential Duties and Responsibilities:**

Interviews applicants regarding income, financial resources household composition, and employment status to determine their eligibility for state assistance. Assist clients in completing forms and obtaining necessary documentation. Identify households in need of expedited services. Review applications for accuracy and completeness. Computes food stamp allotment and ensures each case is documented.

Explains to applicants all rules, regulations, and rights to appeal, budgeting cycles, and eligibility requirements; advises applicant of his/her rights and responsibility and explains department policies; explains reasons for denial or certification.

Checks for child support payments; ensures that job referrals are made for re-determinations and takes necessary action in response to changes; makes updates on changes, assesses need to send notices not prepared by computer, prepares appropriate notices, and sends to client.

Researches wage data reports from the State Department for suspected fraud. Completes required forms to initiate the investigation process.

Prepares information and attends county and state evidentiary hearings on client appeals. Testify in hearings on cases appealed as representative of the department.

Interacts with CBMS system on both PA and non-PA cases.

**Qualifications:**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Must be proficient in Microsoft Word, Access, Power Point, and Excel. Testing required. Bilingual – Spanish preferred.

**Minimum Salary:**

\$12.82 to 13.34 Hr, DOE

**Application Deadline:**

**Monday, April 5, 2010 @ 4:00pm**

[Click here for an application](#) and submit applications to:

Human Resources (657-4217)

925 6<sup>th</sup> St., Room 200

Del Norte, CO. 81132

**Applications also available on line @ [riograndecounty.org](http://riograndecounty.org).**