



## Employment Opportunities/ Job Openings

### **Bi-lingual Public Benefits Enrollment Specialist- Family Stabilization Program**

Catholic Charities Atlanta, Family Stabilization Program is seeking candidates for a **full-time Public Benefits Enrollment Specialist**. This position provides client intakes, screenings, case-management, and utilizes our database to capture all client data and case notes.

This position requires a Bachelor's degree or related experience in the field. A minimum of 1-3 years' experience working in a diverse community setting. Basic computer knowledge (e.g. Microsoft Word, Excel, Outlook), direct client service experience and fluency in Spanish language required. Must communicate effectively both orally and in writing. Knowledge of community resources and social service agencies preferred.

If interested, please email a **resume** and **cover letter** with "Bi-lingual Public Benefits Enrollment Specialist" in the subject line to:

[ccaemployment@catholiccharitiesatlanta.org](mailto:ccaemployment@catholiccharitiesatlanta.org)

Qualifying candidates will be selected and contacted for interviews.

**Posted: February 11, 2019**

## Catholic Charities Atlanta Job Description

**POSITION TITLE:** Bi-Lingual Public Benefits Enrollment Specialist

**CATEGORY:** Direct Service

**PROGRAM ASSIGNMENT:** Family Stabilization Program

**CLASSIFICATION:** Full time, Exempt

**JOB CODE:** Scale Grade

**QUALIFICATIONS:** **General:** Must possess a Bachelor's degree or related experience in the field. A minimum of 1-3 year experience working in a diverse community setting. Basic computer knowledge (e.g. Microsoft Word, Excel, Outlook). Direct client service experience and fluency in Spanish language required. Must communicate effectively both orally and in writing.

**Specific:** Knowledge of community resources and social service agencies preferred.

### GENERAL RESPONSIBILITIES:

The general responsibilities of this position include the responsibilities shared by all employees of Catholic Charities Atlanta (Separate Document)

### SPECIFIC RESPONSIBILITIES:

1. Performs intakes and screenings on clients interested in applying for Public Benefit Assistance Programs at various partner locations.
2. Provides information and referral for clients receiving Public Benefits as needed.
3. Provides case management to Public Benefits clients; including assisting with developing a household budget, referrals for employment and other services that assist the family in moving to self-sufficiency.
4. Maintains database, accurate files and records of clients served through the program.
5. Participates in community outreach events to promote Public Benefits Program.

6. Meets with immediate supervisor on a regular and consistent basis. Remain open to the feedback of peers and administrative staff. Responds to problem areas in a timely and productive manner. Meets individual program and grant benchmarks on a consistent basis.
7. Other duties as assigned by the Program Director.

**SUPERVISORY RESPONSIBILITIES: none**

**ACCOUNTABILITY:** The Public Benefits Enrollment Specialist reports directly to the Program Manager, Case Management Services.

**COMMENTS:** The work week is generally 37.5 hours per week on a year round basis, however the position requires a willingness and flexibility in work hours when necessary to fulfill job responsibilities. Employee is subject to Personnel Policies and procedures prescribed for all personnel. Must have valid Georgia driver's license, reliable personal transportation and current auto coverage. Travel is required. Position is non-exempt.

**DISCLAIMER:** This is not necessarily an exhaustive list of the responsibilities, tasks, skills, efforts or working conditions associated with the position. While this is intended to be an accurate description of the current job, management reserves the right to revise the job or require other tasks be performed when circumstances arise (i.e., emergencies, changes in personnel, rush job, technological developments, etc.)

*I have received a copy of my current job description:*

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*(Employee)*

*(Date)*