

LONG TERM CARE ELIGIBILITY WORKER

Roseau County Social Services is accepting applications for a full-time Long Term Care Eligibility Worker. This position performs a variety of tasks related to the determination of eligibility of clients for income maintenance programs and services, including Supplemental Nutrition Assistance Program (SNAP), cash programs, Minnesota Health Care programs and Long Term Care. This position is a Grade 6, Step A with a starting wage of \$21.22 per hour.

Applicants are required to have three years of clerical experience or experience working with the public, or two years of advanced education. The position requires successful completion of the Merit System Eligibility Worker exam.

For further information and to apply for the examination, go to the Department of Human Services Merit System website:

<http://agency.governmentjobs.com/mnmeritsystem/default.cfm>

Scroll down on the page to Job # 951-68

Click on the underlined title “Eligibility Worker – Roseau County

All the information you may need is listed there.

To apply, go back up to the top of the page and click on “applicant login.”

In order to be considered for this job, you must take and pass an examination, which is offered online. After your Merit System application has been submitted, you will be sent a link to access the examination sections. You will have five calendar days or until (*May 25, 2018*) to complete the exam process.

NOTE: Please be aware that several of the modules/test sections are not compatible with Apple products at this time and must be completed in a Windows-based computer system, so you may need to use another Windows-compatible computer to complete the exam(s).

NOTE: APPLICATIONS MUST BE RECEIVED BY THE DEPARTMENT OF HUMAN SERVICES MERIT SYSTEM BY 4:30 PM 05/25/2018.

For questions/information contact: Jodee Haugen, Financial Assistance Supervisor, Roseau County Social Services, 208 6th ST SW, Roseau MN 56751 or call (218) 463-2411.