

Job Summary:

The job of Eligibility Specialist Assistant is done for the purpose/s of assisting students through the orientation, eligibility and referral to assessment process. The Eligibility Specialist Assistant will gather documents and forms to meet the requirements of federally funded at-risk youth programs; maintain a tracking mechanism for all youth inquiring about services; develop working case files and eligibility files on each enrolled youth; and assist with providing information and referral to youth not meeting the eligibility or enrollment requirements.

Essential Functions:

- Assists with Eligibility Testing (CASAS Test) for the purpose of determining a student's basic skill level.
- Assists with monitoring student files for the purpose of determining all student case files are complete and all backup documents (time sheets, tests, work site agreements, contracts) are completed accurately.
- Creates eligibility files and working files for the purpose of establishing accurate files for eligibility documents and working files for the case manager after the Eligibility Specialist has reviewed the application.
- Gathers documents for the purpose of ensuring that an eligibility application is complete.
- Gathers time sheets for the purpose of insuring all student time sheets submitted for payment are coded properly.
- Reviews eligibility files (application packet, tests, and other documents) for the purpose of submitting the completed files to the Eligibility Specialist.
- Schedules assessment testing for the purpose of assessing students that have met eligibility criteria.
- Schedules systems orientation for the purpose of acquainting the students with services provided county-wide.
- Tracks students requesting or inquiring about youth services for the purpose of establishing and maintaining a referral database.

Skills, Knowledge and/or Abilities:

- **Skills to:**
 - obtain information from various sources;
 - gather, prepare and maintain accurate eligibility records;
- **Knowledge of:**
 - rules and regulations pertaining to the Workforce Investment Act (WIA);
 - PC computer applications i.e., Word, Excel;
 - eligibility procedures;
- **Ability to:**
 - work effectively with others;
 - follow oral and written instructions.

Responsibilities include: working under standardized instructions and/or routines; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. There is an opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking and 15% standing.

Experience Required:

- Job Related Experience is desired.

Education Required:

- High School Diploma or Equivalent.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- Valid California driver's License and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.

FLSA Status: Non Exempt

November 2002

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.