

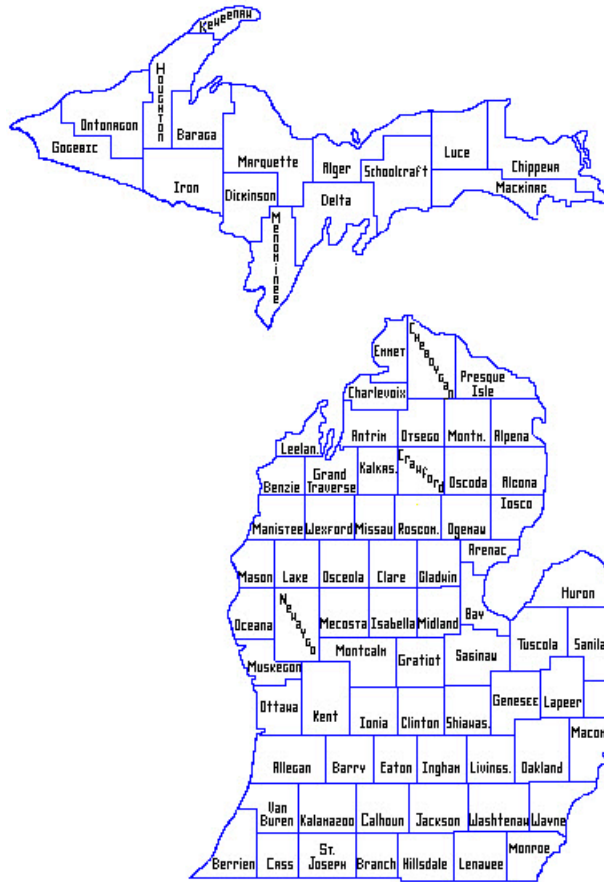
Compensation and Benefits

State of Michigan offers a competitive salary package

State of Michigan benefits include: health care, dental, vision, life insurance, defined contribution retirement 401K and 12 paid holidays.

Vacation and sick hours are accrued on a bi-weekly basis.

Flex schedules may be available



WE'RE HIRING!

Make a
difference.
Join our team.



Application Process

All applicants must submit an application through the Michigan Civil Service Commission NEOGOV online application process.

View MDHHS Assistance Payment Worker postings at: www.michigan.gov/MDHHSjobs.

Positions are available statewide. However, a separate application must be submitted for each county for which you would like to be considered.



Michigan Department of Health and Human Services (MDHHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender, identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a MDHHS office in your area.

MDHHS
Michigan Department of
Health & Human Services
michigan.gov/MDHHS

**ASSISTANCE PAYMENTS
WORKER**



Assistance Payments Worker (Eligibility Specialist)

The role of the Assistance Payments Worker is to strengthen Michigan Families by:

- Ensuring that each person/family that applies for public assistance receives the type and level of assistance that they are eligible for
- Assessing the needs of each person/family and giving them appropriate information and making any referrals and/or contacts to persons/agencies to help them meet their needs
- Providing all families with information about the expectations and goals of MDHHS
- Encouraging and guiding families in their efforts to become self supporting

The Right Fit

The following questions should be considered when applying for an Assistance Payments Worker position:

- ⇒ ***Do you enjoy meeting directly with people?***
- ⇒ ***Do you have excellent communication skills?***
- ⇒ ***Are you able to review and process high volumes of paperwork rapidly?***
- ⇒ ***Are you able to pay attention to small details?***
- ⇒ ***Are you comfortable performing a large portion of your work using a computer in a Windows environment?***
- ⇒ ***Are you comfortable making decisions?***
- ⇒ ***Are you fluent in a second language? ****
** not a requirement*



Education Requirements

When you apply, you must have:

- Completion of two years of college (30 semester or 90 term credit hours)

Recognized Alternatives:

- Four years of administrative support experience in a human services or office setting.
- Completion of one year of college (30 semester or 45 term credit hours) and three years of administrative support experience equivalent in a human services or office setting.



Training

- 1 - 2 weeks of Computer Based Training
- 4 weeks of Institute BRIDGES Training
- 6 months - 1 year to be proficient on the job
- Some small follow up trainings for specific programs