

## TAKING FINANCIAL WORKER APPLICATIONS

Wadena County Human Services is in the process of taking applications and testing for future Financial Worker -vacancies. You are required to pass the test and be on the Minnesota Merit System register in order to be eligible to be interviewed for this position. **NO VACANCY CURRENTLY EXISTS IN THE AGENCY.**

**KIND OF WORK:** Under general supervision, performs a variety of tasks related to the determination of eligibility of clients for income maintenance programs and services; establish initial and on-going eligibility for multiple income maintenance programs; communicates program requirements and assists program participants in understanding how to maintain eligibility; supports program participants in achieving the highest degree of independence and in addressing barriers to self-sufficiency; makes appropriate referrals to other community resources.

**MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:**• Three years of clerical experience or experience working with the public, or some combination of the two, totaling three years; or

- Two years of clerical experience in a social services/human services agency; or
- Two years of study at an accredited two or four-year college or university or similar institution, with emphasis in the behavioral sciences, business, or closely related subjects (at least 23 quarter credits or 16 semester credits); or
- Successful completion of the technical college Public Welfare Financial Worker diploma program (applicants must be within six months of completion of the program); or
- Successful completion of the technical college Public Welfare Financial Worker certificate program will substitute for one year of the required clerical experience or experience working with the public.

**EXAMINATION:** The examination will consist entirely of a written test covering the following content areas: timed name and number comparison test, math, reading comprehension and chart and graph interpretation. Those candidates who have received a diploma or AAS degree from the MNSCU "Public Welfare Financial Worker" program and who attain passing scores on the written examination will have 10 bonus points added to their written exam scores. Such candidates must provide proof of graduation before receiving the 10 points.

**SALARY:** The 2010 pay for a full-time position is \$2546 per month (\$14.69/hour).

**WHEN AND WHERE TO APPLY:** To apply on-line, go to the Merit System's website and follow the instructions: <http://agency.governmentjobs.com/mnmeritsystem/default.cfm>. You can also pick up a Merit System application at Human Services at 124 First Street SE in Wadena. If you have any questions, call Pam Jenson at Human Services at 218/631-7605. Paper applications must be mailed or faxed to the Merit System by you. All applications must be received at the Merit System by **June 25, 2010**. You will be sent information about the time and location of the written test.

Wadena County Human Services is an Equal Opportunity Employer