

Careers in the Kentucky Department
for Community Based Services
Jefferson Service Region
Division of Family Support



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New Day
at DCBS

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DCBS is hiring for Family Support Specialist I
and other family support positions
in Jefferson County

How to Apply

Scan this
code or visit
www.careers.ky.gov



- Click on the "Create a Profile" link (in the upper right hand corner) to create an account so you can apply for jobs
- The "Search Jobs" link will allow you to review a listing of open positions
- Need extra help? The "External Applicant Guide" tab will take you to step-by-step instructions on how to create your profile and apply for positions

Family Support Specialist I - Job Description

- Under direct supervision, interviews clients for basic programs, completes appropriate forms and gathers required documentation to make eligibility determinations
- Participates in formal training to learn various public assistance program requirements, forms, policies and procedures
- Learns to operate computer terminals to verify client information and to calculate program benefits
- Tracks processing deadlines for timely re-determinations and case hearings
- Assists in responding to requests from clients, government officials, and agency staff

Minimum Education Requirements

- Must complete two years (54 semester hours) from a college/university, OR
- Administrative work, clerical office work and/or work dealing directly with the public will substitute for up to one year of required college. OR experience in reviewing, monitoring, determining eligibility for and/or administering food benefits, the Kentucky Transitional Assistance Program, medical assistance, child support or other public assistance programs will substitute for required college on a year-for-year basis.

Starting salary for a 37.5-hour work week is \$2,427.44 per month, plus \$4/hour for locality premium for the Jefferson Service Region.

Successful completion of the initial 6-month probationary period will result in additional 5% increase to the base salary.