

# **Juneau County Department of Human Services**

## **Economic Support Specialist**

A fulltime position in the Economic Support Staff Unit of the Juneau County Department of Human Services is available. Qualified applicant will participate as scheduled (approximately 75% of time) in the Capital Consortium call/change center as a team member of an 8 county consortium, taking calls from clients and working on cases for the entire consortium. This employee must have great customer service skills providing support to multiple programs and working effectively with a variety of people. Must have excellent oral and written communication skills. This position needs to be familiar with all Economic Support programs including Medicaid Programs, Food Share, Wisconsin Shares Child Care, Caretaker Supplement and other assistance programs. Must be able to maintain strict confidentiality. Qualifications include: high school diploma or equivalent with training or experience in social/human services. Knowledge of the laws, rules and regulations governing County, State and Federal Economic Support programs and knowledge of resources available within the 8 member counties of the Capital Consortium is required.

Application and resume must be received by 4:00 p.m. on August 1, 2019 to:  
Juneau County Personnel  
220 E. State Street – Rm 205  
Mauston, WI 53948

Applications and job description available on line at [www.co.juneau.wi.gov](http://www.co.juneau.wi.gov)  
**AN EQUAL OPPORTUNITY EMPLOYER**