



STATE OF MICHIGAN
invites applications for the position of:

Assistance Payments Worker 8/9/E10 - Kalamazoo County

An Equal Opportunity Employer

JOB #: APW - Kalamazoo

Click here to Apply

DEPARTMENT: Health and Human Services - South Michigan

JOB TYPE: Permanent Full Time

BARGAINING UNIT: UNITED AUTO WORKERS (UAW)

SALARY:

Hourly
\$20.53 - \$28.29

Biweekly
\$1,642.40 - \$2,263.20

OPENING DATE: 09/03/21

CLOSING DATE: Continuous

JOB DESCRIPTION:

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness. For more information, please visit our [MDHHS Diversity, Equity, and Inclusion Plan](#).

The role of the Eligibility Specialist 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 DHS.
- Encouraging and guiding families in their efforts to become self supporting.

To be considered, you MUST:

- **Attach a copy of your official transcripts showing you meet the below educational requirements. These must be signed by the registrar or show the university seal. We do accept electronic official transcripts.**
- Attach an up to date resume.
- Attach a cover letter.

Failure to complete any of the above items may result in your application being screened out.

Click here to view the full [Position Description](#) & here to view the [Job Specification](#).

REQUIRED EDUCATION AND EXPERIENCE:

Education

Completion of two years of college (60 semester or 90 term credits).

Experience

Assistance Payments Worker 8

No specific type or amount is required.

Assistance Payments Worker 9

One year of experience equivalent to an Assistance Payments Worker 8, Migrant Program Worker 8, or Family Independence Specialist 9.

Assistance Payments Worker E10

Two years of experience equivalent to an Assistance Payments Worker, including one year equivalent to an Assistance Payments Worker 9;

OR

Two years equivalent to a Migrant Program Worker, including one year equivalent to a Migrant Program Worker 9;

OR

Two years of experience equivalent to a Family Independence Specialist, including one year equivalent to a Family Independence Specialist 10.

ALTERNATE EDUCATION AND EXPERIENCE:

Four years of administrative support experience in a human services or office setting, including two years equivalent to the experienced (E7) level, may be substituted for the education requirement.

Completion of one year of college (30 semester or 45 term credits) and three years of administrative support experience in a human services or office setting, including one year equivalent to the experienced (E7) level, may be substituted for the education requirement.

Three years of Home Aide experience, including one year equivalent to a Home Aide E8, may be substituted for the education requirement.

ADDITIONAL REQUIREMENTS AND INFORMATION:

Your application will be valid for 6 months from the date you apply. To make changes or add attachments, you may reapply.

Position Location/Remote Office: This position may work hybrid (remote/office). The office is located at 427 E. Alcott St. Kalamazoo, MI 49001.

Employees will be provided computers to perform state work. Phones may also be provided for necessary communications. If working remotely, employees will be responsible for providing other components of a remote office at their own expense, including:

- A secure work location that allows privacy and prevents distractions.
- A high-speed internet connection of at least 25 Mbps download and 5 Mbps upload.
- Suitable lighting, furniture, and utilities.

The department reserves the right to close this posting at any time if it is determined that a sufficient number of applications have been received.

For further information regarding this posting please contact Tami Strzyzkowski at strzyzkowskit@michigan.gov

Follow us on [LinkedIn](#) for more job opportunities!



MDHHS is proud to be a Michigan Veteran's Affairs Agency (MVAA) Gold Level Veteran-Friendly Employer.



Health and Human Services - South Michigan
Office of Human Resources
See Posting Above for Contact Information, Michigan

Assistance Payments Worker 8/9/E10 - Kalamazoo County Supplemental Questionnaire

- * 1. ASTPWKR8-E10 - Do you possess one of the following? Two years of college (60 semester or 90 term credits). Please attach a copy of your official transcript(s). OR Four years of administrative support experience in a human services or office setting, including two years equivalent to the experienced (E7) level. OR One year of college (30 semester or 45 term credits) and three years of administrative support experience in a human services or office setting, including one year equivalent to the experienced (E7) level. Please attach a copy of your official transcript(s). OR Three years of Home Aide experience, including one year equivalent to a Home Aide E8.
 - Yes
 - No

- * 2. ASTPWKR - Please select your level of experience.
 - None
 - One to two years of experience equivalent to an Assistance Payments Worker 8; Migrant Program Worker 8; or Family Independence Specialist 9.
 - Two to three years of experience equivalent to an Assistance Payments Worker (including one year equivalent to the 9 level); Migrant Program Worker (including one year equivalent to the 9 level); or Family Independence Specialist (including one year equivalent to the 10 level).
 - At least three years of experience equivalent to an Assistance Payments Worker (including one year equivalent to the E10 level); Migrant Program Worker (including one year equivalent to the E10 level); or Family Independence Specialist (including one year equivalent to the P11 level).

- * 3. How has your background and experience prepared you to be effective in an environment where we see awareness of and respect for diversity as an important value?

- * 4. Do you have an Intentional Program Violation from the Department of Human Services?
 - Yes No

- * 5. If you answered yes to the previous question, please explain. If no, please enter N/A.

- * 6. Do you have any objection to being finger printed or drug tested?
 - Yes No

- * 7. ** Please select from the options below: (Please note, actions that have been expunged, written reprimands or formal counseling, and layoff actions need not be reported.)
- I have been dismissed within the last two years
 - I have resigned in lieu of discipline or dismissal within the last two years
 - I have been suspended without pay within the last two years
 - I have received an unsatisfactory rating in the last two years
 - I certify that none of the above circumstances apply to me
- * 8. Have you ever been convicted of a felony?
- Yes No
- * 9. Have you ever been convicted of a misdemeanor?
- Yes No
- * 10. If you answered "yes" to the previous question, which misdemeanor best fits your situation? If you marked "no" on the previous question, please check None.
- DUI
 - Embezzlement
 - Retail Fraud
 - Traffic Violation resulting in a misdemeanor conviction
 - Abuse or neglect
 - Minor in Possession
 - Breaking and Entering
 - Assault or Domestic Violence
 - Other - Not listed
 - None
- * 11. Do you possess a valid driver's license?
- Yes
 No
- * 12. If you answered yes to the previous question, list the issuing state, license number, and expiration date. If you do not have a valid license, type N/A.
- * 13. Do you have an associate's degree or higher? (Please attach a copy of college transcript. Applicants who fail to do so may be screened out).
- Yes
 No
- * 14. Do you possess a Bachelor's degree in any major? (Please attach a copy of your college transcript. Applicants who fail to do so may be screened out).
- Yes
 No
- * 15. How many years experience do you possess navigating between different programs or applications (such as Microsoft Office and/or automated systems) and obtaining and processing the necessary information? (if you possess this experience, you must document in your application materials to allow for accurate screening).
- More than five years
 - 3-5 years
 - 1-3 years
 - Less than one year
 - None
- * 16. How many years of experience do you possess where part of your daily duties involves dealing with customers to obtain detailed information either on the phone or in person? (If you possess this experience, you must document in your application materials to allow for accurate screening).
- More than five years

- 3-5 years
 - 1-3 years
 - Less than one year
 - None
- * 17. How many years of administrative support experience do you possess working in an office setting? (ie: work where the principal duties and responsibilities involve office support work in such areas as answering telephones, customer and staff support, word processing, data production, database and file maintenance, performing calculations and secretarial office coordination).
- More than five years
 - 3-5 years
 - 1-3 years
 - Less than one year
 - None
- * 18. How many years of experience do you possess determining eligibility of benefits? (If you possess you must document in your application materials to allow for accurate screening).
- More than five years
 - 3-5 years
 - 1-3 years
 - Less than one year
 - None
- * 19. How many years of experience do you possess in computer data entry and retrieval? (If you possess, you must document in your application materials to allow for accurate screening.)
- More than five years
 - 3-5 years
 - 1-3 years
 - Less than one year
 - None
- * 20. How many years of experience do you possess working with a population who may be volatile? (If you possess, you must document in your application materials to allow for accurate screening.)
- More than five years
 - 3-5 years
 - 1-3 years
 - Less than one year
 - None
- * 21. How many years of experience do you possess interviewing or questioning customers to solicit pertinent information in order to provide certain services? (If you possess, you must document in your application materials to allow for accurate screening.)
- More than five years
 - 3-5 years
 - 1-3 years
 - Less than one year
 - None
- * 22. How many years of experience do you possess in a job that requires strong production skills to keep large volumes of paperwork moving through a process quickly and accurately? (If you possess, you must document in your application materials to allow for accurate screening.)
- More than five years
 - 3-5 years
 - 1-3 years
 - Less than one year
 - None
- * 23. How many years of experience do you possess in a job that involves having to meet deadlines? (If you possess, you must document in your application materials to allow for accurate screening.)
- More than five years

- 3-5 years
 - 1-3 years
 - Less than one year
 - None
- * 24. From the options below, which accurately describes your current status? (A current state employee works for an actual state department such as the Department of Corrections, the Department of Transportation, etc.)
- A current Department of Health and Human Services (DHHS) employee
 - A Department of Health and Human Services (DHHS) employee in layoff status
 - A current State of Michigan (non-DHHS) employee
 - A State of Michigan (non-DHHS) employee in layoff status
 - None of the above
- * 25. Are you currently in a position at DHHS that is represented by the UAW Local 6000? (Services Specialists, FIS, or APW)
- Yes No
- * 26. Are you a current MDHHS employee classified as an Assistance Payments Worker interested in moving to the same class and level at this location?
- Yes No
- * 27. Do you read, write and speak Arabic Fluently? (you may be required to translate a document in the interview process)
- Yes No
- * 28. Do you read, write and speak Spanish Fluently? (you may be required to translate a document in the interview process).
- Yes No
- * 29. Did you attach a cover letter and a copy of your résumé to your application? (Failure to do so may result in your application being screened out.)
- Yes No
- * 30. Did you attach a copy of an official college/university transcript to your application? (Failure to do so may result in your application being screened out.)
- Yes No
- * 31. How did you hear about this job posting?
- Internet
 - Friends
 - Career Fair
 - College Informational Session
 - MiTalent
 - LinkedIn
 - Career Builders
 - Indeed
 - Other
- * 32. If you attended a specific career fair and/or college informational session, please check the appropriate boxes.
- Michigan State University
 - Western Michigan University
 - Oakland University
 - University of Detroit Mercy
 - Eastern Michigan University
 - Marygrove College
 - GrandValley State University

- Baker College
- Northern Michigan University
- N/A

* 33. Are you interested in a Limited Term position?

- Yes No

* 34. *** Do you have the ability to work from home, including home internet service? OR Are you willing to purchase home internet service if hired?

- Yes No

* Required Question