



Information Memorandum

Oregon Department of Human Services

Originating Cluster:

Seniors and People with Disabilities

Authorized by: James Toews, Assistant Director
Signature

IM Number: SPD-IM-03-101

Date: October 23, 2003

Subject: Updated recruitment request for Food Stamp Accuracy Reviewer, HSS4 positions.

Applies to (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County DD Program Managers |
| X Area Agencies on Aging | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Children Adults and Families | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Community Human Services | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> Other (please specify): _____ | |

Message: The Food Stamp Accuracy Reviewer positions are being re advertised to include Area Agencies on Aging (AAA) staff.

If you have any questions about this information, contact:

Contact(s):	Janet Dornhecker, Manager Food Stamp Reinvestment Projects or Arlene Rike, Food Stamp Program Manager		
Phone:	503-945-6124 503-945-6111	Fax:	503-373-7032
E-mail:	Janet.e.dornhecker@state.or.us Arlene.l.rike@state.or.us		

**OREGON DEPARTMENT OF HUMAN SERVICES
CHILDREN, ADULTS AND FAMILIES JOB ROTATION OPPORTUNITY
HUMAN SERVICES SPECIALIST 4
(FOOD STAMP ACCURACY REVIEWER/3 POSITIONS)**

ANNOUNCEMENT NUMBER: JRHS3547

CLASSIFICATION NUMBER: C6660

OPEN: OCTOBER 21, 2003

APPLICATION DEADLINE: NOVEMBER 4, 2003

LOCATION:

1 Position to provide services for Clatsop, Columbia, Tillamook Washington, Multnomah, Clackamas, Marion, Polk and Yamhill Counties.

1 Position to provide services Linn, Benton, Lincoln, Lane, Douglas, Coos, Curry, Josephine and Jackson Counties.

1 position providing services to Wasco, Hood River, Sherman, Gilliam, Jefferson, Deschutes, Crook, Wheeler, Klamath, Lake, Morrow, Umatilla, Grant, Harney, Malhuer, Union, Baker and Wallowa Counties.

On your PD100 please indicate the locations that you are willing to work.

These positions are with Children, Adults and Families (CAF), which is part of the Department of Human Services (DHS). **You must be a current employee (this includes regular status, trial service and limited duration employees) with the Department of Human Services or the Area Agency on Aging to apply for these positions.**

QUALIFICATIONS

Experience determining eligibility for a human service program (e.g. cash assistance, medical assistance, food stamps, etc.).

DUTIES AND RESPONSIBILITIES

These positions conduct technical program reviews of Food Stamp Cases to determine

discrepancies for Children, Adults and Families, Seniors and People with Disabilities and Area Agency on Aging. The major duties may include:

Performing and conducting Food Stamp case reviews;

Providing written results of the case reviews;

Acting as a resource to staff and management regarding food stamp related policy and;

Coordinating with the Food Stamp review team, central office Food Stamp Program, the reinvestment team and the Food Stamp Accuracy Committee.

DURATION OF ASSIGNMENT

This rotation will run through October, 2004 with the possibility of an one year extension.

EMPLOYEE BENEFIT

Experience gained can be listed as part of the employee's qualifications on future applications. The employee chosen for this assignment will retain his/her current classification and will have the right to return to his/her permanent position at the end of the rotation. Depending on the ability of the applicant to perform the duties of the position, a work-out-of-class payment may be paid.

SUBMIT THE FOLLOWING

[State of Oregon Application Form PD100](#), a **letter of interest and written consent from your supervisor** to participate. The hiring manager will contact the most suitable candidate(s) following a review of the application materials.

You may deliver, mail, or FAX your completed application. It must be received no later than 5:00 p.m. on the application deadline.

Department of Human Services

Recruitment and Retention Unit

ATTENTION: Jean Fauth

500 Summer Street NE, E22

Salem OR 97301-1099

or

FAX your application to 503-378-2249 or 503-378-8463

When faxing your application please include a cover sheet indicating number of pages sent.

APPLICATION PROCESS

Obtain application materials, job, and benefits information by doing one of the following:

Access the DHS website at <http://www.dhs.state.or.us/jobs/>

Call the DHS Job Line at 503-945-5742

Contact your local Oregon Employment Department office

If you need assistance to participate in the application process, you are encouraged to call 503-945-5698 (voice) or 503-945-6214 (TTY) between 8:00 a.m. and 5:00 p.m. (Pacific Time) Monday through Friday.

Keep a copy of your application materials for your job interviews. DHS does not provide copies. Although faxing your application is an option, DHS is not responsible for materials that are illegible or missing as a result of FAX transmission errors or loss in the mail or e-mail.

A fingerprint-based criminal history check and driving record check may be done for applicants offered the job rotation opportunity. Circumstances of any criminal conviction will determine whether an applicant is accepted for the position.

WORKING CONDITIONS

Travel. You must have a valid driver's license and an acceptable driving record. If not, you must be able to provide an alternate method of transportation.

Working in a team environment.

Working independently.

Possess oral and written communication skills.

PLEASE CONSIDER JOINING US!

The Oregon Department of Human Services is committed to affirmative action, equal employment opportunity and workplace diversity.

OREGON DEPARTMENT OF HUMAN SERVICES
Children, Adult and Families Employment Opportunity
HUMAN SERVICE SPECIALIST 4
(FOOD STAMP ACCURACY REVIEWER, 9 POSITIONS)
\$2430 - \$3370 MONTHLY

ANNOUNCEMENT NUMBER: LEHS3546

CLASSIFICATION NUMBER: C6660

OPEN: OCTOBER 21, 2003

APPLICATION DEADLINE: NOVEMBER 4, 2003

LOCATION:

4 Positions to provide services for Clatsop, Columbia, Tillamook Washington, Multnomah, Clackamas, Marion, Polk and Yamhill Counties

3 Positions to provide services Linn, Benton, Lincoln, Lane, Douglas, Coos, Curry, Josephine and Jackson Counties

2 positions providing services to Wasco, Hood River, Sherman, Gilliam, Jefferson, Deschutes, Crook, Wheeler, Klamath, Lake, Morrow, Umatilla, Grant, Harney, Malhuer, Union, Baker and Wallowa Counties.

On your PD100 please indicate the locations that you are willing to work.

You must be a current employee (this includes regular status, trial service and limited duration employees) with the Department of Human Services or the Area Agency on Aging to apply for these positions.

These employment opportunities are with Children, Adults and Families (CAF), which is part of the Department of Human Services (DHS). These positions are represented by a union.

This recruitment will be used to establish a list of qualified people and will be used to fill vacancies as they occur. Upon review and determination that you meet the minimum qualifications, your name will be placed on the list of qualified applicants (QLF) that will then be used to select applicants for job interviews.

QUALIFICATIONS

You must be a current employee (this includes regular status, trial service and limited duration employees) with the Department of Human Services or the Area Agency on Aging to apply for these positions.

Two years of experience determining eligibility for a human service program (e.g. cash assistance, medical assistance, food stamps, etc.) **AND** one year of experience working with a Department of Human Services/Children, Adults and Families program and/or Seniors and People with Disabilities.

SUBMIT THE FOLLOWING

[State of Oregon Application Form PD100](#) **AND**

A cover letter that clearly addresses the following desired competency listed below. If you do not respond to the desired competency, you may not be offered an interview. Qualified applicants whose background most closely matches the desired competency will be invited to interview.

Experience performing and conducting Food Stamp case review for Children, Adults and Families, Seniors and People with Disabilities and/or Area Agency on Aging. Please include experience applying definitions for case discrepancies; comparing case narration to earned and unearned income; and applying policy to the income information and actions documented in the case file.

You may deliver, mail or FAX your completed application materials. It must be received no later than 5:00 p.m. on the application deadline.

Department of Human Services

Jean Fauth

Recruitment and Retention Unit

500 Summer Street NE, E22

Salem OR 97301-1099

or

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Keep a copy of your application materials for your job interviews. DHS does not provide copies. Although faxing your application is an option, DHS is not responsible for materials that are illegible or missing as a result of FAX transmission errors or loss in the mail or e-mail. Pay on all announcements may change without notice.

Notice of your application results will be sent to you by mail. Although agencies are not required to delay their selection process, you may request a review of your application results. This review request must be received in writing within 10 days from the date of the notice. Additional application information cannot be accepted. However, if the recruitment is still open you may submit a new application, which must be received in our office by the close date of the recruitment.

Fingerprint-based criminal history and driving record checks will be done for applicants offered employment. Circumstances of any criminal conviction will be reviewed to determine whether an applicant is accepted for employment.

DUTIES AND RESPONSIBILITIES

These positions conduct technical program reviews of Food Stamp Cases to determine discrepancies for Children, Adults and Families, Seniors and People with Disabilities and Area Agency on Aging. The major duties may include:

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WORKING CONDITIONS

Travel. You must have a valid driver's license and an acceptable driving record. If not, you must be able to provide an alternate method of transportation.

Working in a team environment.

Working independently.

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PRIOR TO SUBMITTING YOUR APPLICATION HAVE YOU:

Reviewed the “Qualifications” section on this announcement to verify that you meet the minimum qualifications for this position.

Clearly stated your qualifying experience on your application?

Indicated the correct title, class and announcement numbers from this announcement on your application?

Included your social security number on the front page of your application?

Signed and dated your application?

Attached any required supplemental information as list in the “Submit the Following” section?

The Oregon Department of Human Services is committed to affirmative action, equal employment opportunity and workplace diversity.