

Job ID 3032360
Location New Rockford, ND
Salary Range From 3500.00 To 3800.00 Monthly

Full/Part Time Full-Time
Regular/Temporary Regular
FLSA Status Nonexempt
Closing Date 2/17/2026

Central Prairie Human Service Zone - Eligibility Worker - New Rockford, ND

The **Eligibility Worker** determines eligibility of clients for Economic Assistance Programs by interpreting state and federal policies. Economic Assistance programs include Temporary Assistance to Needy Families (TANF), Health Care Coverage, Supplemental Nutrition Assistance Program (SNAP), Low-Income Energy Assistance, Child Care Assistance, Healthy Steps and General Assistance. Assistance Programs.

Program training is provided for this position.

Eligibility Worker– Example of Duties:

Conduct interviews of applicants and recipients, process client applications, establish electronic record, attend training and workshops, perform defined case changes, workflow functions, and/or determinations, interpret state, federal, and county policies, monitor program and policy updates, maintain working knowledge of laws, rules, policies, procedures, and other regulations

To succeed in this position, you should have strong verbal and written communication skills, computer literacy, collaboration, and decision-making skills. An ideal candidate for this position will be organized and able to communicate effectively with diverse populations. You will have an eye for detail, be able to manage your time and priorities effectively and pride yourself on excellent communication skills, empathy, and being a team player. You will have a passion for helping others and making a difference in our community.

To be considered for this position, you must have a high school diploma or GED, plus one (1) of the following:

Three years of work experience in the clerical, accounting, financial, legal, or teaching fields

Three years of a bachelor's degree program (90 semester hours or 135 quarter hours)

Three years combined education and experience as listed above

Completion of the Eligibility Worker Certificate Program offered at Bismarck State College or formerly offered at Lake Region State College

Eligibility Worker I – Job Grade 104:

One (1) year of work experience determining eligibility for economic assistance programs in a social service/human service office is required for the Eligibility Worker I classification.

Qualified programs include: TANF, SNAP, Foster Care, Medicaid, or LIHEAP. The Eligibility Worker associate degree offered at Bismarck State College can substitute for this one (1) year work requirement.

Eligibility Worker – Underfill (Eligibility Worker Tech) - Job Grade 103:

No work experience determining eligibility for economic assistance programs in a social service/human service agency.

Working for Central Prairie Human Service Zone:

Central Prairie Human Service Zone partners with the Department of Health and Human Services to deliver state-driven Economic Assistance Programs and provides employees with the excellent benefits and employment packages offered by Wells County as a Wells County employee.

Central Prairie Human Service Zone team members are offered robust medical, dental and life insurance coverage, as well as an excellent retirement package (ND PERS).

Employees enjoy 10 paid holidays, as well as earning both annual leave AND sick leave days.

About Team ND

"Far and away the best prize life offers is the chance to work hard at work worth doing." - Theodore Roosevelt

Application Procedures

Your resume should include information to demonstrate how you meet the minimum qualifications as posted. If the Human Resource Division is unable to determine that you meet the minimum qualifications, credit will not be given.

Applicants must be legally authorized to work in the United States. The Department of Health & Human Services does not offer or provide sponsorships. All application material must be received on or before the closing date by 11:59 pm. A copy of your qualifying degrees transcript and any applicable certifications or licensures must be provided at the time of an interview. For more information or if you need an accommodation, please contact Madison Crisman at: 701-247-2945 or mcrisman@nd.gov. Employing Unit: Central Prairie Human Service Zone

TTY Number: ND Relay Service 1-800-366-6888 (text); 1-800-366-6889 (voice)

If you are experiencing technical difficulties with the Application Process or uploading attachments, please contact recruiter@nd.gov or (701)328-3290.

Equal Employment Opportunity

The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), genetics, religion, age or disability in employment or the provisions of services and complies with the provisions of the North Dakota Human Rights Act.

As an employer, the State of North Dakota prohibits smoking in all places of state employment in accordance with N.D.C.C. § 23-12-10.