

**DEPARTMENT HEADS AND DIVISION CHIEFS**  
**PLEASE POST ON YOUR BULLETIN BOARDS**

**EMPLOYMENT / PROMOTIONAL OPPORTUNITY**

Vacancy No.: 24-095-4

Title of Position: Community Elder Information Specialist  
Vacancy exists in the Human Services Department/Senior Citizens Division.

Salary Range: \$36,608 - \$38,412 per year / 35 hours per week

Date Posted: April 4, 2024

Deadline for Applying: OPEN UNTIL FILLED

Remarks: This is a Classified/Exempt Position.  
Examination Weight: 100% Education & Experience

Statement of Duties: Under the general supervision of the Director of Senior Services, the Eligibility Technician is responsible for collecting basic client information which includes demographic information and prepares monthly and quarterly reports as required. Duties include:

- Provides information, resources, and assistance to older adults for benefits including, but not limited to, SNAP (food stamps); Senior Housing and recertification's, Commodity Supplemental Food Program; low-income subsidies; Senior Health Insurance Program (SHIP); State and agency assistance programs;
- Performs eligibility determinations for assistance programs
- Participates in training programs relative to assistance programs, State programs, agency programs
- Maintains data bases as required by State and local agencies
- Prepares informational and statistical reports as necessary
- Serves as an advocate for clients with various provider agencies
- Performs outreach duties as required;
- Provides building coverage as required;
- Performs other work-related duties at the request of immediate supervisor, Pilgrim Center Manager, and Director of Senior Services
- Works harmoniously with all volunteers and staff in the Division of Senior Services and Department of Human Services
- Performs other related work as assigned.

Education & Experience: Such as may have been gained through graduation from a standard high school supplemented with six months to one year related work experience and/or training working with the elderly. Must be proficient with Microsoft Word, Excel and Publisher programs and possess strong interpersonal and mathematical skills; or any equivalent combination of education and experience.

Special Note: Applicants will also be subject to a background criminal check prior to employment.

The City of Warwick offers a robust menu of employer provided benefits to include individual and family health and dental insurance; paid time off to include holidays, vacation, personal time and sick leave; pension, life insurance, and optional, supplemental retirement plans.

**THE CITY OF WARWICK IS AN EQUAL OPPORTUNITY EMPLOYER**

<https://www.warwickri.gov/personnel-department/webforms/submit-application-or-resume>