



CENTRAL COAST
CENTER FOR
INDEPENDENT LIVING

Main Office - Monterey County, 318 Cayuga Street, Suite 208, Salinas, CA 93901

VOICE (831) 757-2968 | FAX (831) 757-5549 | ONLINE www.cccil.org

POSITION ANNOUNCEMENT

POSITION: CalFresh Application Assister
HOURS: Full-time Regular 37.5 hours/week
LOCATION: Tri-County (Monterey, Santa Cruz, and San Benito Counties)
COMPENSATION: \$35,100 year
BENEFITS: Employers pay for employee's medical, dental and vision insurance. Other benefits include, Life Insurance, Long-Term Disability Plan, State Disability Insurance, Sick and Vacation paid leave, paid holidays, 403 Retirement Plan, Flexible Spending Plan (Section 125 Plan), Workers Compensation and Self-Paid Supplemental insurance available through Aflac.

CENTRAL COAST CENTER FOR INDEPENDENT LIVING (CCCIL)

CCCIL was established in 1984 for the purposes of to improving the lives of individuals with disabilities of all ages and all disabilities living in the tri-county area (Monterey, Santa Cruz and San Benito) by providing independent living services and service coordination. Our agency works to engage the disability community in jointly addressing the barriers that keep them from integrating back into community or remaining in community as an active and engaged participant.

JOB SUMMARY

Working under close supervision, the Cal Fresh Application Assister will assist Supplemental Security Income (SSI) beneficiaries in Santa Cruz, Monterey and San Benito County; submit Cal Fresh applications for benefit eligibility.

EXAMPLE OF DUTIES:

- Conduct intake and assessments of all consumers seeking assistance to apply for CalFresh benefits.
- Responsible for electronically file CalFresh applications and verification on behalf of consumers
- Responsible for entering data in the County's Cal Win, C-4 and compatible Portals for the purpose of application submission and tracking

- Responsible for providing independent living services as requested by consumers
- Be available in the office to interact with consumers and co-workers regarding CalFresh benefits and other CCCIL Services.
- Educate consumers on Cal Fresh Benefits.
- Responsible for monthly statistical reporting
- Responsible for entering consumer data and case documentation into CCCIL Database Management System (DMS).
- Initiate speaking engagements and formal presentations to community organizations, schools, volunteer groups and others.
- Implementation of outreach activities for the CalFresh cash out program.

EXPERIENCE/KNOWLEDGE REQUIRED

- High School Diploma, Associate Degree, BA/BS or 2 years of experience working with people with disabilities or other related social services field.
- Bilingual: English/Spanish
- Demonstrated knowledge of: Santa Cruz, Monterey, and San Benito Counties, including community resources, cultural, and immigrant issues faced by people with disabilities.
- General office procedures and office equipment.

TO APPLY:

Contact Sabrina Orozco to request an application and any further information needed. She can be reached by phone by calling 831.757.2968 ext. 18 or via email at sorozco@cccil.org

Due to the number of inquiries we receive, only candidates who have met the required experience and qualifications for this position will be contacted. **Closing Date: August 30, 2019**

THANK YOU FOR YOUR INTEREST.
CCIL is proud to be an Equal Employment Opportunity employer. We value and seek diversity in our workforce.