



Immediate Job Opening

Job Title: Case Assistant Navigator

Job Summary: The primary responsibility of this position is to educate and assist eligible clients with social service applications (SNAP, CHIP, Medicaid, TANF, HTW) and work with Feeding Texas and the Health and Human Services Commission (HHSC) on requirements for the program.

Job Duties:

- Provide thorough application assistance to potentially eligible populations.
- Assist with completion of the application form including helping client gather all required documentation.
- Communicate with HHSC contact person at request of client and submit completed applications to HHSC.
- Identify and establish partnerships with existing community organizations.
- Obtain follow-up information on the case outcomes and maintain accurate and thorough documentation of these cases.
- Refer clients for addition assistance.
- Educate and demonstrate to individuals and groups in a classroom setting how to successfully navigate the HHSC online portal, YourTexasBenefits.com, the Mobile App. and the application process.
- Submit monthly service area reports and logs.
- Meet all contractual requirements and deliverables per the State Plan.

Qualifications:

- Possess a high school diploma or equivalent.
- Associate degree in relevant field and/or equivalent work experience
- Bi-lingual (Spanish & English) preferred.
- Knowledge of hunger and poverty issues.
- Excellent written and verbal communication skills.
- Effective Public Speaking.
- Computer skills with Microsoft programs.
- Access to reliable transportation.
- Ability to lift 20 to 30 pounds.

Rate of Pay: \$14.00/hr.

Job Closing Date: Monday September 20, 2021

Please complete an application and submit to Martha Cabrera, Human Resources at 826 Krill Street, Corpus Christi, TX 78408.