



Minnesota Prairie County Alliance provides extraordinary human services that build safety, health, and well-being in the communities of Dodge, Steele and Waseca counties. The multi-county agency allows for a deeper bench of staff and increased opportunity for specialization, resulting in improved responsiveness. Join MNPrairie as we transform service delivery to achieve the best outcomes possible using emerging, evidence-based best practices.

### **Eligibility Supervisor**

**\$69,139 – \$104,603 annual salary**

*Full-Time, exempt position\* available at Dodge, Steele, or Waseca site.*

The Eligibility Supervisor performs difficult advanced technical work supervising and monitoring complex and interrelated financial and health care assistance programs, and related work as assigned. Work is performed under the general direction of the Income and Health Care Assistance Manager and Executive Director. Supervision is exercised over assigned staff.

Duties include but are not limited to:

- Supervises staff conducting Income and Health Care Assistance functions of MNPrairie
  - Makes hiring recommendations, orients and trains unit employees
  - Assigns work to staff
  - Evaluates staff performance and development needs
- Coordinates with the fraud investigator.
- Implements state and federal program requirements.
  - Attends trainings and meetings for supervisors
  - Provides backup to staff on caseload or has a small case load
  - Participates in appeal hearings and testifies in court as appropriate
- Collaborates with internal customers and partners in administration of programs.
  - Coordinates work with other units in the agency
  - Provides input to program or business area
- Collaborates with external parties in continuously improving the delivery system.
  - Establish and maintain working relationships with member county departments
  - Attend meetings with community organizations
- Meets program performance standards and takes corrective actions.
  - Monitors and evaluates the provision of client services in the program
  - Reviews case records to ensure that agency and state policies, rules and regulations are adhered to and proper practices are being observed
  - Performs ongoing program analysis and needs assessment, keeping manager and supervisory team informed of findings
- Monitors relevant program revenues and expenditures and keeps manager and supervisory team apprised of budget deprivations; provides justification for budget deviations to manager.
- Fostering environment of innovation and continuous improvement.
- Works on special projects as assigned by the manager and/or executive director.

Equal Opportunity Employer



Successful candidates will have the following attributes:

- Desire and ability to successfully work in a collaborative team of supervisors.
- Understand the importance of and demonstrate the ability to have strong communication skills with team members and staff across the agency.
- Experience with or a desire to transform human services systems to achieve better outcomes, along with an understanding of adaptive change. Specifically, with the objective of getting the most value/best outcome from each interaction or transaction with our agency.
- Curious learner who seeks to understand and is interested in ongoing professional growth.
- Emotional intelligence, including self-awareness, self-regulation, motivation, empathy, and social skills.

Minimum qualifications:

- Associates/Technical degree with coursework in paralegal, business, public administration, behavioral or social sciences or related field and considerable (3-5 years) experience as an Eligibility Worker or Lead, Collections Officer, Welfare Fraud Investigator or related work experience - - **OR** - - High school diploma/GED and extensive (5-8 years) experience working as Eligibility Worker or Lead, Collections Officer, Welfare Fraud Investigator or related work experience.
- Valid driver's license
- Ability to pass a standard background check

#### **How to apply:**

To be considered, candidates must complete the application process:

- Visit <https://secure6.entertimeonline.com/ta/6128345.careers?rnd=CAB&ShowAllOpenings=to> complete a MNPrairie application.

The application deadline is **Sunday, March 9<sup>th</sup>, 2025**

#### Selection Process

Applicants will be rated based on their application materials. The information provided should clearly outline your work experience and skills and support your answers. Falsified information may result in disqualification for this position and future positions with Minnesota Prairie County Alliance.

\*Agency office hours are Monday to Friday, 8:00 a.m. - 4:30 p.m. Exempt position requires additional work time as needed. Benefit & Pension Eligible.

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