

[Apply for Job](#)

Job ID: 199186

Location: Sedgwick County

Full/Part Time: Full-Time

Agency: Dept for Children and Families



LIEAP - Human Services Specialist

Job Posting closes: Open Until Filled

Position Location: Wichita Region

Department for Children and Families

Wichita Region

www.dcf.ks.gov

About the Position

- **Who can apply:** Anyone
- **Classified/Unclassified Service:** Classified
- **Full-Time/Part-Time:** Full-Time
- **Regular/Temporary:** Temporary
- **Work Schedule:** Day shift
- **Eligible to Receive Benefits:** no
- **Veterans' Preference Eligible:** yes
- **Search Keywords:** Human Services, Wichita, Sedgwick

Compensation: \$15.75 per hour

** Salary can vary depending upon education, experience, or qualifications.*

Employment Benefits

- **Comprehensive medical, mental, dental, vision, and additional coverage**
- **Sick & Vacation leave**

- **Work-Life Balance programs:** parental leave, military leave, jury leave, funeral leave
- **Paid State Holidays** (designated by the Governor annually)
- **Fitness Centers** in select locations
- **Employee discounts** with the [STAR Program](#)
- **Retirement and deferred compensation programs**

[Visit the Employee Benefits page for more information...](#)

Position Summary & Responsibilities: Participates in the processing of applications for the Low-Income Energy Assistance Program (LIEAP). Handles high volume incoming phone calls to the processing center. Registers applications promptly and requests additional information from customers as necessary and in writing, allowing sufficient time for customer to respond. Accesses various internal and external computer systems for the purpose of verifying income and enters data into the LIEAP computer system. Determines eligibility for the LIEAP program within established timelines based upon federal and state policies and regulations as identified in the Kansas Economic Employment Support Manual. Maintains an accurate record of case actions in the customer's case file. Responds to customer inquiries regarding the LIEAP program. May be assigned in a variety of areas of administration based on needs.

To view full position description please click this link

<http://content.dcf.ks.gov/hr/careers/k0240924.pdf>

Qualifications:

Minimum Qualifications: Two years of experience interviewing, investigating, compiling information, documenting decisions, interpreting guidelines and /or providing technical assistance relevant to the agency's programs. Post-secondary education may be substituted for experience as determined relevant by the agency.

Preferred:

- DCF and/or LIEAP experience
- Experience working with the public
- Experience with accurate data entry

- Bi-lingual in English and Spanish
Two years of experience interviewing, investigating, compiling information, documenting decisions, interpreting guidelines and/or providing technical assistance relevant to the agency's programs. Post-secondary education may be substituted for experience as determined relevant by the agency.

Pre-employment Requirements: Security Background Check through Kansas Bureau of Investigation

Recruiter Contact Information

- Name: Bertha Myers
 - Email: Bertha.I.Myers@ks.gov
 - Phone: 316-337-7047
 - Fax: 316-337-6742
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Job Application Process

- First Sign in or register as a New User.
- Complete or update your contact information on the Careers> My Contact Information page. *This information is included on all your job applications.
- Upload required documents listed below for the Careers> My Job Applications page. *This information is included on all your job applications.
- Start your draft job application, upload other required documents, and Submit when it is complete.
 - Manage your draft and submitted applications on the Careers> My Job Applications page.
- Check your email and My Job Notifications for written communications from the Recruiter.
 - Email – sent to the Preferred email on the My Contact Information page
 - Notifications – view the Careers> My Job Notifications page

Helpful Resources at jobs.ks.gov: “How to Apply for a Job – Instructions” and “How to Search for a Job – Instructions”

Required Documents for this Application to be Complete

Upload these on the Careers - My Job Applications page

- Tax Clearance Certificate
- Transcripts
- DD214 (if you are claiming Veteran's Preference)

Upload these on the Attachments step in your Job Application

- Resume
- Cover Letter

Helpful Resources at jobs.ks.gov: "How, What, & Where do I Upload Documents" and "Save Tax Clearance Certificate as a PDF"

Kansas Tax Clearance Certificate Required: Each applicant (even non-residents) applying for a State of Kansas job vacancy must obtain a valid Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue's website. A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every 90 days. All applicants, including current state employees, are responsible for submitting a valid certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199.

[Visit the Tax Clearance site for more information on and where to obtain this Kansas Department of Revenue document.](#)

How to Claim Veterans Preference

Veterans' Preference Eligible (VPE): Former military personnel or their spouse that have been verified as a "veteran"; under K.S.A. 73-201 will receive an interview if they meet the minimum competency factors of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determine by the hiring manager.

[Learn more about claiming Veteran's Preference](#)

Equal Employment Opportunity

The State of Kansas is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the agency recruiter.

https://jobs.sok.ks.gov/psc/sokhrprdcg/APPLICANT/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_SCHJOB_FL&Action=U