



Department of Human Services

Department of Human Services is Hiring Assistance Payment Workers and Services Specialists

Assistance Payment Worker 8, 9, E10 – (Associate’s Degree) \$17.35 - \$23.91

The role of the Eligibility Specialist is to strengthen Michigan families by: Encouraging and guiding families in their efforts to become self-supporting. Ensuring that each person/family that applies for public assistance receives the type and level of assistance that they are eligible for. Assessing the needs of each person/family and giving them appropriate information and making any referrals and/or contacts to persons/agencies to help them meet their needs. The APW provides all families with information about the expectations and goals of DHS. As an APW you encouraging and guiding families in their efforts to become self-supporting.

Service Specialist 9, 10, P11 (Bachelors or Master’s) \$18.72 to \$27.71

This position functions as a professional social caseworker providing services to socially and economically disadvantaged individuals and families. Responsibilities may involve programs administered by the Department of Human Services such as Protective Services, Direct Care (Foster), Adoption, Juvenile Justice, Foster Home Licensing and Adult Services.

Applicants must view this 36 minute video, “Is This Job For Me?” (<http://www.vimeo.com/9856486>), regarding the Services Specialist.

How Do I Apply?

- Go to www.michigan.gov/statejobs
- Click on MI Jobs
- Build your Profile
- Apply for vacancies

Advantages for Working for the State of Michigan:

- Competitive Salaries
- Career Advancements
- Vacation, Sick and School and Community Leave
- Health, Dental, Vision and Life Insurance
- Long Term Disability, Long Term Care, Flexible Spending Accounts
- Paid Holidays
- Deferred Compensation Plans 457 and 401(k) including match up to total of 7%

For assistance call: 1-800-788-1766 (Toll Free) **Lansing Office:** 517-373-3030 **Detroit Office:** 313-456-4400