



JOB TITLE: Eligibility Specialist
PROGRAM: Workforce Development Federal Health
STATUS: Full-time (Non-Exempt)
REPORTS TO: Program Manager

HISTORY and MISSION

The Youth Policy Institute (YPI) provides education, training and technology services to lift low-income families out of poverty. Since 2001, YPI has accomplished this by serving families in Los Angeles at 95 sites throughout the city. YPI has an annual budget of \$34 million (including affiliated charter schools) and offers families education and training resources in the areas of afterschool, job training, early childhood education, physical education, adult literacy and ESL, computer literacy, charter schools, and college preparation. YPI also supports efforts to boost the capacity and effectiveness of small grassroots nonprofits that provide essential services for youth. Each year, YPI helps more than 25,000 youth and adults each year through these programs.

FEDERAL HEALTH SECTOR PROGRAM funded by the U.S. Department of Labor the Federal Health Sector program targets low income residents who are unemployed, dislocated, or incumbent low-wage workers. In partnership with LAUSD Adult Education Division, the program will provide training and job placement for 400 job candidates into healthcare careers as Medical Assistants, Certified Nursing Assistants, or Pharmacy Technicians. Federal Health Sector program runs from March 1st 2010 through February 28, 2013.

JOB SUMMARY:

The Youth Policy Institute is currently seeking a well experienced Eligibility Specialist. The primary responsibilities entail providing enrollment assistance and informational guidance to new and existing students. Responsibilities will include, but not limited to:

ESSENTIAL FUNCTIONS:

- Obtain required information; explains program requirements and procedures individually and in a group settings
- Assist applicants (customers) with the completion of applications and declaration forms upon which eligibility decisions are based
- Assist with the organization and implementation of intake and assessment orientations and/or in-service eligibility
- Act as liaison between YPI and community partners
- Perform outreach tasks to help recruit customers for YPI Workforce programs
- Maintain open communication with customers and families in order to identify barriers and provide community resources in an effort to minimize dropping out of program
- Assist case managers in maintaining customer's files and conducting case testing
- Assist program managers in the preparation of monthly calendars, and attendance reports as needed

QUALIFICATIONS:

- Community contacts within the North East San Fernando Valley preferred

- Excellent communication (verbal and written) skills
- Strong organizational skills and detail oriented
- Demonstrate ability to work effectively as a team member
- Bilingual Spanish and English skills preferred

REQUIREMENTS:

- High school diploma, general education diploma (GED) or equivalent education
- Must have strong computer skills in Microsoft Word, Excel, Power Point, and the Internet

COMPENSATION

Competitive pay to commensurate with experience

WORK SCHEDULE:

Monday through Friday 8:00 AM – 5:00 PM

APPLICATION PROCESS

In order to be considered for this position, qualified candidates must submit the following documents:

- Cover letter
- Resume
- Three professional references
- Salary history and salary requirements (emails without this information will not be considered)

Submit your resume to: jobs@ypiusa.org only (NO PHONE CALLS)

Write “Eligibility Specialist” in the subject line.

SELECTION PROCESS

Prospective candidates will be invited for an interview. POSITION WILL BE OPEN UNTIL FILLED.

YPI’s mission is to “Create opportunities for low-income families and communities through technology, education and training services.”

EOE.

www.ypiusa.org