

Careers in the Kentucky Department  
for Community Based Services  
Jefferson Service Region  
Division of Family Support



It's a  
New Day  
at DCBS

Join Us

DCBS is hiring for Family Support Specialist I  
and other family support positions  
in Jefferson County

## How to Apply



Scan this  
code or visit  
[careers.ky.gov](https://careers.ky.gov)

- Click on the "Create a Profile" link (in the upper right hand corner) to create an account so you can apply for jobs
- The "Search Jobs" link will allow you to review a listing of open positions
- Click the "Family Support and Social Work" link for high-need DCBS openings
- Need extra help? The "External Applicant Guide" link will take you to step-by-step instructions on how to create your profile and apply for positions

### Family Support Specialist I - Job Description

- Under direct supervision, interviews clients for basic programs, complete appropriate forms and gathers required documentation to make determinations
- Participates in formal training to learn various public assistance requirements, forms, policies and procedures
- Learns to operate computer terminals to verify client information and calculate program benefits
- Tracks processing deadlines for timely re-determinations and case management
- Assists in responding to requests from clients, government officials and agency staff

### Minimum Education Requirements

- Must complete two years (54 semester hours) from a college/university, OR
- Administrative work, clerical office work and/or work dealing directly with the public will substitute for up to one year of required college. OR experience in reviewing, monitoring, determining eligibility for and/or administering food benefits, the Kentucky Transitional Assistance Program, medical assistance, child support or other public assistance programs will substitute for required college on a year-for-year basis.

**Starting salary for a 37.5-hour work week is \$3,329.08 per month, plus \$4/hour for locality premium for the Jefferson Service Region.**

**Successful completion of the initial 6-month probationary period will result in additional 5% increase to the base salary.**