<table>
<thead>
<tr>
<th><strong>Job Title</strong></th>
<th>Eligibility Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employer/ Agency</strong></td>
<td>Catholic Charities – Archdiocese of Galveston-Houston</td>
</tr>
</tbody>
</table>
| **Job Description** | We seek compassionate, talented individuals with a heart for helping others and making a positive impact on the lives of men, women, and children across our large region. People of faith helping people in need achieve self-sufficiency and live with dignity.  

Join our team as a temporary Eligibility Specialist you will be responsible to contact clients and ensure the collection of relevant documentation, verification of eligibility and payment processing related to the Harris County Emergency Financial Assistance program. The Eligibility Specialist is also responsible for maintaining client files in accordance with agency policies, inputting client information in a designated database(s) and gathering and reporting program metrics. The successful candidate will perform these duties in a satisfactory manner and in accordance with Catholic Charities’ policies, procedures and core values.  

The successful candidate will be solution oriented and skilled at consumer responsiveness in a timely manner.  

You join Catholic Charities and help people in southeast Texas by providing caring, compassionate services and advocating for social justice in collaboration with parishes and communities.  

- You contact qualifying clients to inform of program enrollment, process to determine eligibility and next steps.  
- You verify that all required documentation is available and correct in accordance with the program guidelines and Catholic Charities policies and procedures.  
- You prepare relevant paperwork to ensure that qualifying clients receive emergency financial assistance in accordance with Catholic Charities policies and procedures.  
- You perform other duties as assigned  

**How Your Work Impacts our Organization**  
The work you do will help us advocate for the vulnerable among us, a network of support services to people of all ages and from all walks of life and religious backgrounds.  

| **Qualifications** | You have a High-School Diploma with 2-4 years’ experience in similar role or administrative customer service role. Or  
You have an Associates degree with 1-2 years’ experience in similar role or administrative customer service role.  
- You are Bilingual in Spanish/English  
- You have nonprofit experience (preferred)  
- You are flexible and effective team player, able to adapt to changes and a busy workplace environment.  
- You have the ability to work with diverse communities.  
- You have excellent organizational skills and an ability to self-motivate.  
- You have excellent written/verbal communication and people skills.  
- You have intermediate knowledge of MS Office: Word, Excel and navigating of the internet. |
- You have the ability to work under pressure, address multiple priorities and meet deadlines.
- You have the ability to identify key issues in problem solving and implement effective and creative solutions.

<table>
<thead>
<tr>
<th>Salary/Hours</th>
<th>Temporary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer/Agency</td>
<td>Catholic Charities – Archdiocese of Galveston-Houston</td>
</tr>
<tr>
<td>City, State, Zip</td>
<td>Houston, TX</td>
</tr>
<tr>
<td>Application Method</td>
<td>Apply here: <a href="https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=24672&amp;clientkey=C184945087565AE7BAA81D76126F1823">https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=24672&amp;clientkey=C184945087565AE7BAA81D76126F1823</a></td>
</tr>
<tr>
<td>Opening Date</td>
<td>Immediate</td>
</tr>
</tbody>
</table>

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.