



connecting point
community services central

Benefits Specialist

Location: Grass Valley, CA

Hours: 40 hours per week; Monday through Friday, 8:30 am to 5:00 pm

Pay: \$18.50 per hour

Benefits: Benefit package included

Assist people in connecting to vital public benefit programs

Connecting Point is seeking a Benefits Specialist to assist our customers in applying for community and government programs and services.

About Connecting Point

Connecting Point is a public agency dedicated to providing programs and services that support the health and well-being of the people in our community. We do this by helping people connect—to employment, to in-home care, to community services, and to each other.

We take a person-centered approach, meaning that our work is driven by the goals and preferences of the people we serve.

Connecting Point staff members are active listeners, who assist people in meeting their personal goals without making assumptions or passing judgment. They are collaborators, who work closely with program participants, fellow team members, and community partners to streamline services and provide support. And they are valued staff members, who provide energy, ideas, and feedback to help us make our services the best they can be.

About the Position

The Benefits Specialist will play a key role in helping Connecting Point program participants gain financial stability by assisting them with applications for benefits programs. S/he will work closely with participants to complete forms and applications for programs such as Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI), and CalFresh food assistance.

We are looking for someone with strong communication skills; a deep listener who is able to distill personal stories into a succinct narrative that includes all of the relevant facts.

The successful applicant will be patient, non-judgmental, and committed to confidentiality; a person who is comfortable listening to people tell very personal, sometimes difficult stories. S/he will be comfortable using a variety of computer applications and databases and will be highly organized and skilled in tracking activities and meeting critical deadlines. [See the full job description for more information.](#)

To Apply

Email your resume and cover letter to Tim Giuliani at timg@connectingpoint.org.