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ore jobs in Public Assistance

Project Assistant

Are you community oriented? This position is a point of contact for the Project Coordinator, having limited term projects by contacting communities, state and federal agencies to assess needs and make recommendations for the efficient completion of projects.

Public Assistance Analyst

This position analyzes, designs and makes recommendations to improve public assistance programs, policies, and computer systems. Our analysts keep DPA running smoothly.

Public Assistance Field Service Manager

Were you born to lead large groups of employees? This position oversees the delivery of a wide range of public assistance and employment programs and services in a geographic region of the state.

Public Assistance Program Administrator

This position oversees a broad range of state-wide public assistance functions and is responsible for administration of the programs and operations of the division.

Public Assistance Program Officer

If you're into public policy, this is the job for you. Under the supervision of the Director, this position is in charge of the administration of one or more public assistance programs.

Research Analyst

Good with numbers? This position explores and analyses raw data of the organization's performance and places it in easy-to-read format for the staff.

Social Worker

If you like helping people, there may be no job more rewarding. This position works closely with families to identify their needs and finds the resources to get them back on track.

Training Specialist

Are you a trainer? Come work in our dynamic, team-based training section. This position provides a professional level training to state employees and others. Responsibilities include marketing, assessment, consulting, coordinating, organizational development, training, evaluation, and administration.

Workforce Development Specialist

This position helps individuals find work and improve their earnings potential. When the individual is placed in a job, the WDS makes sure that they get the supportive services they need to stay employed. This position utilizes case management techniques to assist clients in removing barriers to employment, authorizes benefits, and develop an employment plan outlining the steps necessary to move from welfare to work.

W

e have offices in the following locations:

Anchorage
Eagle River
Juneau
Kotzebue
Bethel
Kenai
Ketchikan

Wasilla
Fairbanks
Kodiak
Nome
Sitka
Homer

Visit us on the web:

Public Site:

<http://www.hss.state.ak.us/dpa/>

Employee—Staff Development & Training:

<http://hss.state.ak.us/dpatraining/>



Smart Career
Moves

About Us

The Division of Public Assistance (DPA) is looking for motivated individuals who enjoy helping people. Our agency provides a broad range of services to meet the diverse and changing needs of Alaskans. We touch lives all over the state, from the elderly and disabled, to those trying to make ends meet and provide for their families. We work with low-income individuals and families who are in need of financial assistance, medical assistance, and/or food. Our focus on helping Alaskans find work and strive to become self-sufficient is what sets us apart from most organizations.

That takes talented, innovative, and committed people.

This effort begins with every employee at every level. Our work is supported by knowledgeable, caring staff that work together to deliver services to Alaskans in need. When you join our DPA team, you can work in an exciting and creative environment.

Working for DPA isn't just a job—it's a mission. In short, we focus on people—and we need your help. If you would like to join the DPA team, take a look at the positions that we fill on a regular basis. We hope you will consider starting your new career with us.

We offer career opportunities in the following areas:

Accounting Technician

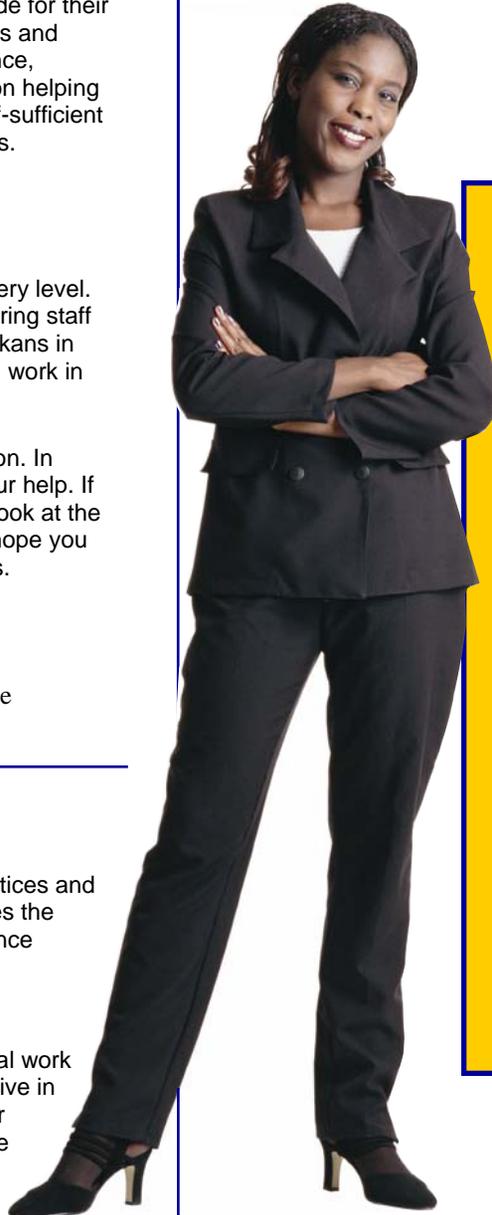
Are you knowledgeable of bookkeeping practices and accounting procedures? The position requires the ability to identify, interpret, analyze and balance accounts.

Administrative Clerk

Clerical staff are our front-line people. Clerical work requires independence, judgment, and initiative in determining office needs, providing customer service, prioritizing work, and determining the appropriate actions to be taken.

Administrative Assistant

This is where the rubber meets the road! Help us support our employees in important areas such as purchasing and inventory, personnel/payroll, accounting, budget preparation, office management, and other special projects.



“Working for the Division of Public Assistance has been a fantastic career decision for me. While advancing my one-on-one client skills, the Division offers many opportunities to advance in my career.”



“DPA offers a highly competitive salary and benefit package.”

Childcare Licensing Specialist

Ensuring each community has good childcare is an important responsibility. Why not join our team of specialists to ensure the health and safety of children by helping to provide licensing and development of child care facilities

Eligibility Technician

We need talented people who can work with Alaska families to determine if they qualify to receive safety-net services. This position interviews families and determines the benefits that are appropriate to their situation. This position is on the front lines in our mission to help Alaska families.

Eligibility Quality Control Technician

Do you have an analytical mind to put together puzzles or explore information? This job may be for you. This position conducts field investigations to verify public eligibility and assist in establishing policies to ensure compliance with Public Assistance programs.

Program Coordinator

We provide numerous service programs to needy Alaskans. This position provides statewide professional and technical assistance for new and ongoing programs. This position solicits information from the staff and makes recommendations on implementing policy. If you like the challenge of researching regulations and statutes, you'll find this job captivating.

For more information and complete job descriptions visit state jobs online:
<http://notes.state.ak.us/jobs/>