



# CHAMPAIGN COUNTY

## DEPARTMENT OF JOB & FAMILY SERVICES

Susan Bailey-Evans, MSW  
Director

### **NOTICE OF JOB OPPORTUNITY**

#### **Eligibility Referral Specialist 2**

The Champaign County Department of Job and Family Services is accepting resumes for the position of Eligibility Referral Specialist II in the Public Assistance Unit

#### **MINIMUM QUALIFICATIONS:**

1 year experience as an Eligibility Referral Specialist I, or one year of experience in behavioral science, social science, or customer service techniques, six months experience in business mathematics, business English, interviewing techniques and six months experience in typing, keyboarding or word processing, or-education, training and/or experience in an equal amount. Experience in case banking a plus.

**PAY RANGE:** \$31,116.80 to \$39,728.00 annually based on experience.

#### **DUTIES:**

Primary duties of this position are Case Management/Customer Service. The person in this position will determine eligibility for customers applying for public assistance and/or Medicaid, re-determine eligibility and/or assess ongoing customer's employment situations and seek to resolve any barriers to employment these customers may be experiencing. The employee will also determine initial and/or on-going eligibility for emergency assistance and self-sufficiency assistance programs such as PRC.

#### **FRINGE BENEFITS INCLUDE:**

- Flexible work hours
- Employee and spouse health insurance paid at 80%
- Employee paid dental and vision
- Prescription drug card
- Paid sick leave if leave available
- Paid vacation (after 1 year of service) or after accumulated if applicant has prior countable service
- OPERS
- Deferred compensation plans available

Qualified applicants should submit a resume and cover letter by December 13, 2017 to:

Angie Robeson-Human Resource Officer

Champaign County Department of Job and Family Services

1512 S. US Highway 68, Suite N100, Urbana, OH 43078

Email: [Angela.Robeson@jfs.ohio.gov](mailto:Angela.Robeson@jfs.ohio.gov) or Fax: 937-484-1506

Champaign County is an Equal Opportunity Employer