



Wood County Department of Job and Family Services

Dave Wigent, Director

1928 East Gypsy Lane Road, P.O. Box 679

Bowling Green, Ohio 43402

• Phone: (419) 352-7566 • Toll Free 1-888-282-1118 • Fax: (419) 353-6091

Board of County Commissioners-

Doris I. Herringshaw, Ed.D • Craig LaHote • Dr. Theodore H. Bowlus

PLEASE POST

JOB OPPORTUNITY NOTICE

The Wood County Department of Job and Family Services is seeking qualified applicants to fill a vacant Income Maintenance Worker position. Attached is the job description and qualifications required for filling this position.

Anyone interested in applying for this position may send their completed employment application* and resume to:

Wood County Department of Job and Family Services, ATTN: Kelly Ziegler, 1928 E. Gypsy Lane Rd., P.O. Box 679, Bowling Green, Ohio 43402 by Tuesday, April 30, 2019.

The Wood County Department of Job and Family Services is an Equal Opportunity Employer.

*Application can be downloaded at <https://www.co.wood.oh.us/commissioners/employment/default.html>

www.jobsolutions.net • www.co.wood.oh.us • www.woodcountyjfs.com

Reasonable accommodations will be attempted for any person who is disabled.

Requests must be made to this office twenty-four (24) hours prior to the time accommodations are required.





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AGENCY VACANCY

TO: ALL PERSONNEL
FROM: Dave Wigent, Director

DATE: April 16, 2019

POSITION NUMBER: 20008.0

STATUS: Classified, FLSA Non-Exempt

SUPERVISOR: To Be Determined

WORKING TITLE: Income Maintenance
Worker

SALARY PAY RANGE: 5

BASE PAY PER HOUR: \$17.29

ESSENTIAL FUNCTIONS:

In addition to consistent and reliable attendance, the following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Refer to the Comprehensive Position Questionnaire (CPQ) for this position for percentages of time.

Conducts phone and in-person interviews with applicants; advises clients or public with questions regarding available assistance programs and Medicaid; provides customer service; explains program requirements and benefits as established by the federal, state and County office; makes referrals to other agencies and programs.

Prepares and maintains case records; reevaluates benefit issuance based on information reported and verified by client and other government agencies; verifies documentation; reviews and evaluates budgets to ensure correct allotment and issuance of benefits; approves or denies applications within the established timeframes according to policy; makes corrections in case records as identified by quality control to maintain accuracy.

Communicates with other government and community agencies along with employers, landlords and service providers.

Processes reports and alerts to ensure clients remain eligible for benefits.

Reviews cases of overpayments and under issuance of benefits; collects evidence and prepares documentation to support the action taken by the agency; presents collected evidence on behalf of the Agency to the State Hearing Officer or others as needed.

Receives notice of possible erroneous issuance of benefits on a case; researches cases to determine cause of error; calculates the amount of erroneous benefits that were issued.

Attends meetings and trainings to remain current on program changes.

QUALIFIED APPLICANTS MUST APPLY NO LATER THAN: Tuesday, April 30, 2019 by 4:00 p.m.

Interested applicants must meet minimum qualifications, and be eligible by promotion, lateral transfer. SUBMIT INTEREST IN LETTER FORM, THROUGH YOUR SUPERVISOR, TO KELLY ZIEGLER, HR OFFICER 2.

MINIMUM QUALIFICATIONS: Associate's degree (including completion of at least one course in English, Math, and Social Services, e.g. social work, psychology or sociology), or any equivalent combination of education, and experience that provides the requisite knowledge, skills, and abilities for this job. Valid driver's license required.

ALL QUESTIONS CONCERNING THIS POSTING AND THE RELATED JOB DUTIES SHOULD BE DIRECTED TO KELLY ZIEGLER, PERSONNEL. SHE WILL RESEARCH THE ANSWER AND BOTH THE QUESTION AND ANSWER WILL BE POSTED NEXT TO THIS JOB POSTING. QUESTIONS WILL BE ACCEPTED THROUGH Monday, April 29.

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