

Benefits Determiner - Fiscal (3720-12)

Highly Competitive Employee [Benefits Package](#) and Generous Paid Time Off

11 Paid Holidays, Immediately Begin Accruing Paid Vacation and Sick Time, and Paid Parental Leave. Ohio Public Employee Retirement System which includes 14% Employer Contribution AND a defined benefit option.

Highly Competitive and Comprehensive Benefits Package: Medical, HRA, Dental, Vision, Employer-Paid Life Insurance, Long-Term Disability, Tuition Reimbursement, Public Service Loan Forgiveness Eligibility, Free On-Site Parking, Wellness Incentives, robust Employee Assistance Program, access to Free Medical and Rx through Marathon Health, plus expansive Behavioral and Mental Health Resources, and More!

DEADLINE TO APPLY: Open Until Filled

WORK LOCATION:

Job & Family Services
222 E. Central Parkway
Cincinnati, OH 45202

WORK HOURS: 80 Hours Bi-Weekly
(Potential for Hybrid Remote Work Schedule)

STARTING SALARY: \$19.32 hourly

NOTE:

Applicants for positions with Hamilton County Job and Family Services are subject to background screening in accordance with the document: [Inventory of Criminal Offenses Ruling Out Consideration for Hire](#). Convictions from this list may disqualify a candidate for employment with HCJFS.

REQUIREMENTS (EDUCATION, EXPERIENCE, LICENSURE, CERTIFICATION):

- An associates degree in social or behavioral science plus one (1) year experience in a position determining eligibility for benefits;
- OR three (3) years experience in a position determining eligibility for benefits.

JOB DUTIES (SUMMARY):

- Interviews applicants/recipients to determine and assess their eligibility for public assistance (i.e. Title IV-E Foster Care Maintenance, Adoption Assistance, State Adoption Subsidy, Medicaid, Post Adoption Special Services Subsidy, Prevention Retention Contingency, Supplemental Security Income, Social Security Disability), through office, phone and collateral conferences; collects comprehensive and complete data and enters into computer systems; computes payments; verifies all documentation submitted to support request for assistance in accordance with program guidelines; approves or denies applications; explains to participants their rights, responsibilities, required actions, and other available services within the agency and/or the community. Implements and monitors cases through provision of information, oversight, coordination, and continuity (i.e., coordinates Adoption Services and other Social Services).
- Receives and investigates information concerning lost, stolen or undelivered assistance checks and medical cards; prepares and maintains the case including changes in address, household composition, assistance and service needs, income and resources, and other changes that effect eligibility and status of all assistance programs; notifies participants of suspension, reduction, or termination of assistance and services; refers cases of suspected fraud to investigation unit; manages overpayments and recoveries; explains either in person, by telephone, or letter the reasons for overpayments to the recipients; prepares summaries for and attends hearings upon request; process corrections in cases identified as being in error;

answers inquiries either by telephone or correspondence; completes data by computer entry, completes special assignments.

- Attends necessary training as required.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: (*Indicates developed after employment)

- **Knowledge of:** budgeting, human relations, office practices and procedures; interviewing; assessment; planning; agency computer hardware/software; potential sources of income/resources available to adults and families, statewide computer services/databases related to; social service; office practices and procedures; agency policies and procedures; current events/trends as related to human services.
- **Ability to:** function as a member of multi-disciplinary team; work flexible hours; solve problems involving several variables; make appropriate referrals, prioritize workload, carry out written and oral instructions; exercise independent judgment; collect data, establish facts and draw valid conclusions; add, subtract, multiply, divide whole numbers, develop and maintain appropriate working relationships with supervisors, co-workers, consumer and general public; prepare and maintain accurate records; communicate effectively orally and in writing; interact effectively with other people; exercise discretion and sound judgment; present a good public image; gather, collate and classify information about data, people, or things; answer inquiries from the public.

POSITIONS SUPERVISED: None

LICENSURE AND CERTIFICATION REQUIREMENTS: None

BACKGROUND CHECKS REQUIRED:

Background checks consistent with requirements in OAC 5101:2-5-09 must be completed at employment and every ten years following, including but not limited to the following systems:

- State Automated Child Welfare Information System (SACWIS)
- State Child/Abuse Neglect Central Registry Check for any state in which the applicant resided within the last five years
- Ohio Bureau of Criminal Identification Investigation (BCI)
- FBI
- National Sex Offender Public website (WWW.NSOPW.Gov) Code 5101:2-5-09 must be conducted for each prospective employee