

## **Eligibility Technician (Eligibility Technician) (3876-12)**

### **Highly Competitive Employee Benefits and Generous Paid Time Off**

11 Paid Holidays, Immediately Begin Accruing Paid Vacation, Earned Personal Days, 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, Commuter Stipend or 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: 2/5/2024**

**WORK LOCATION:** Job & Family Services Family and Adult Assistance 222 E. Central Parkway Cincinnati, Ohio 45202

**WORK HOURS:** Full Time - 80 hours biweekly (**Potential for Hybrid Remote Work Schedule**)

**STARTING HOURLY PAY:** \$19.32

### **NOTE:**

Applicants for positions with Hamilton County Job and Family Services are subject to background screening in accordance with the document: "[Offenses that May Disqualify Candidates for Employment.](#)" Convictions from this list may disqualify a candidate for employment with HCJFS.

### **REQUIREMENTS (EDUCATION, EXPERIENCE, LICENSURE, CERTIFICATION):**

- Associate degree OR
- the equivalent of an associate degree (at least ninety-four (94) quarter credit hours or the equivalent in semester/trimester hours) with at least one three (3) hours course in each of the following: interviewing, office/information technology, basic mathematics, public relations, communications and nine (9) credit hours in English which must include basic grammar, writing skills and composition or two (2) years experience in public contact work involving interviewing and collecting, organizing, analyzing and interpreting complex data; or equivalent.
- All candidates must be able to demonstrate strong oral and written communication skills and strong interpersonal relations skills.

### **JOB DUTIES (SUMMARY):**

- Interviews applicants/recipients to determine their eligibility for public assistance (i.e., TANF, Medicaid, nursing home, supplemental and emergency assistance, foster care; all public assistance programs including food stamps) through office or home visits; computes applicants budget; verifies all documentation submitted to support request for assistance in accordance with public assistance guidelines; approves or denies applications; explains to recipients their rights, income maintenance procedures and other available welfare services; refers applicants and recipients to other welfare units, community and/or government agencies when appropriate (i.e., social services, Bureau of Employment Services, Social Security).
- Receives and investigates complaints concerning lost, stolen or undelivered assistance checks; prepares and maintains case records regarding applicant/recipient eligibility status for assistance programs to include address changes; household composition, assistance needs, resources and income and other necessary entries; prepares notification letters informing recipients of suspension, reduction or termination of assistance; prepares and refers form to investigation unit to report cases of suspected fraud or over-issuance; assists applicants and recipients in completing assistance or hearing appeal forms; appears with client in hearings or prepares summaries and appears in hearings upon request; processes corrections in cases identified by quality control; answers routine inquiries either by telephone or correspondence; completes special data assignments.
- Performs other related duties as assigned.

- Attends necessary training as required.

**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