



CHAMPAIGN COUNTY

DEPARTMENT OF JOB & FAMILY SERVICES

Stacy Cox, 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: \$16.36 to \$20.87 per hour based on experience.

DUTIES:

Primary duties of this position are Case Management/Customer Service. The person in this position will determine initial and on-going eligibility for customers applying for public assistance and/or Medicaid. The employee will also process case changes, take and return phone calls and process alerts for public assistance and/or Medicaid cases.

FRINGE BENEFITS INCLUDE:

- Flexible work hours
- Health Insurance paid at 80%
- Employee paid dental and vision
- 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 visit <https://www.governmentjobs.com/careers/champaignjfs> and follow application instructions to apply. This position will remain open until filled.

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 or Fax: 937-484-1506

Champaign County is an Equal Opportunity Employer