

Crawford County Job and Family Services

*Income Maintenance*Workforce Development*Child Support Enforcement*Children Services*

JOB & FAMILY SERVICES

224 Norton Way
Bucyrus, Ohio 44820
Tel 419-562-0015
Fax 419-563-9797

CHILDREN SERVICES

224 Norton Way
Bucyrus, Ohio 44820
Tel 419-563-1570
Fax 419-562-0050

VACANT POSITION – SEE ATTACHED POSITION DESCRIPTION

Eligibility Referral Specialist 1

BASE: \$14.08

Range: 03

Class Number: 30121

*****EQUAL OPPORTUNITY EMPLOYER*****

IF YOU ARE INTERESTED AND YOU MEET THE QUALIFICATIONS, AN APPLICATION, COVER LETTER AND RESUME MUST BE SUBMITTED DURING THE POSTING DATES LISTED BELOW.

CONTACT INFORMATION: ATTN: ANDREA TRUEX

Andrea.Trux@jfs.ohio.gov OR MAIL TO: CRAWFORD COUNTY JOB AND FAMILY SERVICES,
224 NORTON WAY, BUCYRUS, OH 44820.

POSTING DATES: August 31, 2020-September 14, 2020 at 4:00 P.M.

DUTIES

Performs clerical and reception duties. Conducts reapplication interviews for all programs; determines on going eligibility for the appropriate program. Assists the recipients in the reapplication process: advise recipients of rights and responsibilities. Provides information about eligibility factors. Coordinates efforts with other agencies by selecting and referring eligible recipients to special programs or services. May perform follow up activities on all referrals. Uses all applicable computer systems to process cases and provide quality customer service. Performs case management activities. Maintains case files, processes required forms, and monitors case activities for continued eligibility. Shares pertinent information with interagency department; works with support staff and management to provide continuity in departmental procedures. Processes overpayments and under issuances. Tracks involvement in work activities. Prepares reports, statistical summaries and other documents for submission to supervisor. Attends training activities, seminars, workshop or meetings related to job related functions. Performs other duties required by supervisor or administration.

MINIMUM QUALIFICATIONS

-One course or six months experience in behavioral science, social science, or customer service techniques, one course or six months experience in business mathematics, one course or six months experience in business English, one course or six months experience in interviewing techniques, and one course or six months experience in typing, keyboarding, or word processing.

-Or education, training, and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions

The incumbent is responsible for placing clients into appropriate programs and keeping track of their progress. However, they are not directly responsible for the safety of others. The incumbent also works in an office setting where the probability of injuries is low.