

## **Field Investigator (1921-12)**

**Deadline to Apply: June 17, 2019**

### **Work Location:**

Hamilton County Job and Family Services  
222 East Central Parkway  
Cincinnati, OH 45202

**Work Hours:** 80 Hours Bi-Weekly

**Starting Salary:** \$18.17 an Hour

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):**

- Completion of Bachelor's degree in psychology, social work, criminology, criminal justice, business or a related field and two (2) years of related field;
- Or completion of Associate's degree in psychology, social work, criminal justice, and five (5) years of experience in law enforcement, Child Care eligibility determinations or conducting investigations of child safety or public assistance fraud and/or monitoring child care provider certification/licensing;
- All candidates must have strong interpersonal skills and a demonstrable ability to work independently and perform intermediate mathematical operations.

### **Job Duties (Summary):**

- Conducts in-house and field investigations of child day care eligibility and provider payments in accordance with the Ohio Administrative Code (OAC) and Federal, State & Local laws; determines whether noncompliance or non-reporting occurred leading to inaccurate payment(s); determines inappropriate benefits received and recoupments required; conducts interviews; responds to referrals of OAC rule violations involving overpayment & fraud, eligibility, payment, health & safety, and environmental safety related issues. Retains detailed records of investigations; prepares in-depth investigative reports, outlining critical eligibility and provider rule violations & policy standards while determining future risk assessment in child care homes; prepares case summary documentation, evidence, dispositions, &/or revocation letters for departmental staff, management, hearing officer(s), consumer appointed attorneys, and/or County Prosecutor's Office.
- Completes Child Care pay adjustments for certified providers and Child Care centers, determining the appropriate discovery date and overpayment period(s); applies knowledge of the Child Care OAC regulations for Child Care eligibility and Ohio ECC EPPIC and CCIDS to calculate the pay adjustments; utilizes CRIS-E, SACWIS/SETS, Microsoft products, agency mainframe system (DCMU), Oracle and other office equipment as tools in gathering, compiling and entering data as part of the pay adjustment and overpayment calculation and documentation.

- Consults with and coordinates investigatory efforts with inter-departmental management, ODJFS Program Integrity, law enforcement, licensing authorities, attorneys, County Prosecutor & other community agencies with regard to allegations, evidence, risk assessment, case plans, and corrective action summaries necessary to ensure the safety and well-being of children in the home and the accurate billing/payment for child care services; responds to intra-agency and inter-agency demands (i.e. Fraud, Overpayment & Recovery, & Children Services) to assist with criminal prosecution and testify in court when necessary; reports infractions to management of misconduct or infractions of agency policy, OAC/ ORC rules violations discovered in the investigatory process perpetrated by Home Provider Specialist staff.
- Provides functional supervision & support to inter-departmental staff involved in the investigative process; consults with management; develops staff training, prepares appeal or enforcement hearing strategies and testimony, and makes critical decisions with regard to the regulatory status of Type B, child care homes.
- Represents the department in Agency Hearings, defending case disposition(s) before a neutral Hearing Officer. Prepares case exhibits, contacts and cross examines witnesses, summarizes fact, develops investigative summaries, and presents credible evidence to support case disposition(s); available to testify in a court of law, if further challenged.
- Assists in best case management practices and the joint sharing & dissemination of information with Hamilton County's Public Children Services Agency (PCSA), Fraud, and Overpayment & Recovery with regard to assessment, service planning, and the coordination of service(s).
- Participates in necessary staff meetings and training to remain current on policies, procedures, and revisions in accordance with the Ohio Administrative Code (OAC); performs other related duties as assigned