



COUNTY OF SUMMIT, OHIO

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Financial Eligibility Specialist

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening. To apply for the position, please click the **Apply for this Job** link/button.

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Position Details

Job Information

Appointing Authority	Summit County Children Services
Bargaining Unit	CWA, Local #4546, AFL-CIO
Department/Division	Children Services
Full Time/Part Time	Full Time
Regular/Temporary	Regular
Work Schedule	Monday – Friday, 8:30am to 4:30pm

Job Description

Reporting directly to the Supervisor, IV-E and Support Services, the Financial Eligibility Specialist (FES) determines the Title IV-E and/or Medicaid eligibility of all children in the custody of Summit County Children Services (SCCS). In addition, the FES works directly with partner agencies (e.g., Child Support Enforcement [CSE], Job & Family Services [JFS] and Social Security Administration[SSA]) to ensure that children in custody receive all State and Federal benefits for which they are eligible.

The FES is committed to practicing cultural competence by working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that respects and preserves the dignity of all. The FES commits to adhere to SCCS' mission, vision and values at all times.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Qualifications

Education and/or Experience
 High School Diploma or GED required; Associated Degree in Business or Social Services related field preferred. Two (2) years' experience working in a social services agency preferred.

Experience working with Title IV-E and/or Medicaid rules, regulations and terminology preferred.

Computer Skills

To perform this job successfully, an individual must have demonstrated knowledge in all Microsoft Office products including, but not limited to Word, Excel, PowerPoint and Access, as well as Publisher required; Proficiency in typing thirty-five (35) wpm required. Previous experience with large database computer applications and/or SACWIS experienced preferred.

Preferred Qualifications

Pre-Employment Testing Requirements

Criminal Background Check, Pre-employment Drug and Alcohol Testing

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is rarely exposed to outside weather conditions. The noise level in the work environment is of moderate intensity.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to: sit; use hands to manipulate objects; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk.

The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to twenty-five (25) pounds, occasionally lift and/or move up to fifty (50) pounds and rarely lift and/or move up to one hundred (100) pounds.

Specific vision abilities required by this job include: close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Licensing/Certification

Although this classification is not regularly required to possess a valid State of Ohio drivers' license and/or possess auto insurance as defined by Ohio Administrative Code (OAC), the incumbent must meet the requirements outlined in agency policy if he/she/they do drive for work purposes.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Other Qualifications

Additional Information

Incumbent is required to travel to/from Agency meetings within the County and State as directed by his/her chain of command, and as required for job duties. Travel requires the use of a vehicle insured in the incumbent's name, unless a County-owned vehicle is secured pursuant to contract language and/or Agency policy/procedure. Personal vehicles must be in good working order and appropriately accommodate passengers as needed.

Regular attendance is required. Incumbent must adhere to Agency policies regarding use of time off at all times.

Incumbent is required to adhere to Agency rules & regulations and support the mission, vision & guiding principles at all times.

Job Duties

Job Duty Name

Essential Job Duties and Responsibilities

Essential Duties and Responsibilities include the following. Other related duties may be assigned.

Gathers information/documentation to determine initial and/or ongoing Title IV-E eligibility for all children in SCCS custody; Analyzes available data to determine appropriate Title IV-E reimbursement; Opens/closes Medicaid coverage as required through Title IV-E or JFS; Ensures timely redetermination for all children in SCCS custody as needed.

Serves as liaison to partner agencies regarding children in SCCS Custody, including but not limited to CSEA, JFS and SSA; Works with agency staff to research Social Security Insurance benefits for SCCS children who are not IV-E eligible.

Reviews agency reports to identify errors, placement changes and /or custody changes in timely manner and takes appropriate action; Reviews all Court Orders;

Evaluates new/revised Title IV-E regulations and recommends changes to SCCS processes/policies; Assists in staff training regarding Title IV-E requirements and regulatory changes; Participates in Federal, State and Local audits and reviews as directed by chain of command.

Maintains current knowledge of software packages needed to perform job duties including but not limited to Statewide Automated Child Welfare Information System (SACWIS), Ohio Integrated Eligibility System (OIES) and Medicaid Information Technology Systems (MITS).

Description of Job Duty

Assists other staff within Department as needed; works as a team to ensure work is completed accurately and within a timely manner; Provides support/coverage within the Fiscal Services bargaining unit classifications as needed/directed.

Accesses and inputs data in SACWIS as needed; Extracts information and inputs documentation, as needed; Gathers data and completes statistical reports as requested by supervisor or chain of command.

Scans case-related material into EDMS and notifies associated persons of newly scanned material, when appropriate.

Assists in the orientation/shadowing of agency staff as required by the employee's chain of command.

Attends and participates in supervision meetings as established by the employee's chain of command and based on the needs of the worker/caseload; Attends and participates in all agency meetings including unit, department, division and all staff meetings.

Attends trainings as identified by the chain of command or where otherwise required/directed.

Adheres to all agency policies and procedures, including but not limited to Professional Ethics and Conflict of Interest policies.

Job Duty Name

Core Competencies

Description of Job Duty

To perform this job successfully, an individual must demonstrate the following competencies:

1. Adaptability – Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events; Reacts well under pressure.

2. Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings. Writes clearly and informatively; Varies writing style to meet needs; Able to read and interpret written information.

3. Customer Service – Manages challenging or emotional client and employee situations; Responds promptly to client's/employee needs; Solicits client feedback to improve service; Responds to requests for service and assistance.

4. Dependability – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time. Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to complete goals and finalize

work duties; Completes tasks on time or notifies appropriate person with an alternate plan; Follows through on commitments; Follows policies and procedures.

5.Cultural Competency – Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment;

6.Ethics – Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values; Treats others with respect and consideration regardless of their status or position; Maintains confidentiality.

7.Initiative – Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

8.Innovation – Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

9.Interpersonal Skills – Focuses on solving conflict, not blaming;; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things; Approaches others in a tactful manner; Demonstrates insight and empathy.

10.Planning/Productivity – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans; Meets productivity standards; Completes work in timely manner; Strives to increase productivity.

11.Problem Solving – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

12. Safety and Security – Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

13.Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

14.Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote excellence; Monitors own work to ensure quality.

Requisition Details

Requisition Details

Requisition Number	B-1032022-R
Working Title	Financial Eligibility Specialist
Posting Type	External/Public Posting
Number of Vacancies	1
Advertised Salary	\$18.25 per hour
Open Date	07/26/2022
Close Date	08/26/2022
Open Until Filled	No
Special Instructions Summary	

Supplemental Questions

Required fields are indicated with an asterisk (*).

- * Did you graduate from high school or do you have a GED certificate?
 - Yes
 - No
- * Do you have an associate's degree?
 - Yes
 - No
- * What is your associate's degree in?

(Open Ended Question)
- * How many years experience do you have in the accounting/fiscal field?
 - 0-1
 - 1-2
 - 2 or more
- * How many years experience do you have working in a child welfare or other similar agency?
 - 0-1
 - 2-3
 - 3 or more
- * Have you ever interviewed for employment or been employed at SCCS or Summit County? If yes, please give dates and explanations. If no, please enter "No"

(Open Ended Question)

7. * Are you related to anyone on the Board of SCCS or anyone employed by SCCS or Summit County? If yes, please give name and relationship. If no, please enter "No"

(Open Ended Question)

8. * Have you ever had any involvement with Summit County Children Services or any other child welfare system in any capacity? Please answer "Yes, No or N/A" to the questions below and provide explanation if applicable. As a child? As an adult? As a caregiver/provider? Other? If yes, please provide relevant information for each, including the State/County where involved (please note that SCCS will conduct a comprehensive Child Welfare Background Check to verify the information provided).

(Open Ended Question)

9. * Have you been convicted of or plead guilty to any offense identified in the Ohio Administrative Code (OAC) 5101:2-5-09? If yes, please give offenses, dates and explanations. If no, please enter "No"

- Yes
- No

10. * Have your driving privileges ever been denied, suspended or revoked? If yes, please give dates and complete reasons. If no, please enter "No"

(Open Ended Question)

11. * What is your driver's license number? If you do not possess a driver's license, please enter "N/A".

(Open Ended Question)

Documents Needed to Apply

Required Documents

1. Resume

Optional Documents

1. Cover Letter

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