

Benefits Determiner - Children's Services (2351-12)

Deadline to Apply: October 20, 2020

Work Location:

Job & Family Services
222 E. Central Parkway
Cincinnati, OH 45202

Work Hours:

80 Hours Bi-Weekly

Starting Salary:

\$16.73 an hour

NOTE: Applicants for positions with Hamilton County Job and Family Services are subject to background screening in accordance with the documents: Inventory of Criminal Offenses Ruling Out Consideration for Hire. Convictions from this list automatically disqualify a candidate for employment with HCJFS.

Requirements (Education, Experience, Licensure, Certification):

- An associates degree in social or behavioral science plus one (1) year experience in a position determining eligibility for benefits; or three (3) years experience in a position determining eligibility for benefits

POSITIONS SUPERVISED:

None

KNOWLEDGE, SKILLS AND ABILITIES: (*Indicates developed after employment)

Knowledge of: budgeting, human relations, office practices and procedures; interviewing; assessment; planning; agency computer hardware/software; potential sources of income/resources available to adults and families, statewide computer services/databases related to; social service; office practices and procedures; agency policies and procedures; current events/trends as related to human services.

Ability to: function as a member of multi-disciplinary team; work flexible hours; solve problems involving several variables; make appropriate referrals, prioritize workload, carry out written and oral instructions; exercise independent judgment; collect data, establish facts and draw valid conclusions; add, subtract, multiply, divide whole numbers, develop and maintain appropriate working relationships with supervisors, co-workers, consumer and general public; prepare and maintain accurate records; communicate effectively orally and in writing; interact effectively with other people; exercise discretion and sound judgment; present a good public image; gather, collate and classify information about data, people, or things; answer inquiries from the public.

LICENSURE AND CERTIFICATION REQUIREMENTS:

None

Job Duties (Summary):

- Interviews applicants/recipients to determine and assess their eligibility for public assistance (i.e. Title IV-E Foster Care Maintenance, Adoption Assistance, State Adoption Subsidy, Medicaid, Post Adoption Special Services Subsidy, Prevention Retention Contingency, Supplemental Security Income, Social Security Disability), through office, phone and collateral conferences; collects comprehensive and complete data and enters into computer systems; computes payments; verifies all documentation submitted to support request for assistance in accordance with program guidelines; approves or denies applications; explains to participants their rights, responsibilities, required actions, and other available services within the agency and/or the community. Implements and monitors cases

through provision of information, oversight, coordination, and continuity (i.e., coordinates Adoption Services and other Social Services).

- Receives and investigates information concerning lost, stolen or undelivered assistance checks and medical cards; prepares and maintains the case including changes in address, household composition, assistance and service needs, income and resources, and other changes that effect eligibility and status of all assistance programs; notifies participants of suspension, reduction, or termination of assistance and services; refers cases of suspected fraud to investigation unit; manages overpayments and recoveries; explains either in person, by telephone, or letter the reasons for overpayments to the recipients; prepares summaries for and attends hearings upon request; process corrections in cases identified as being in error; answers inquiries either by telephone or correspondence; completes data by computer entry, completes special assignments.
- Attends necessary training as required.
- Performs other related duties as assigned.