

NOTICE OF VACANCY-EXTERNAL POSTING
Mahoning County Human Resources Office
21 W. Boardman Street, Suite 300
Youngstown, OH 44503
330-740-2130

Position Title:	Case Manager
Building/Location:	Oak Hill Renaissance Place, 345 Oak Hill Ave., Youngstown, OH 44501
Director/Supervisor:	Eligibility Referral Supervisor 1
Salary: \$17.74/hour	Date Issued: February 7, 2024

Filing Deadline

In order to be considered, an Employment Application must be submitted by 4:30 p.m., February 22, 2024. Interested individuals may obtain an Application on-line at, www.mahoningcountyoh.gov or at the Commissioners' Office, 2nd floor, 21 West Boardman Street, Youngstown, Ohio. If submitting a resume, it must be accompanied with a County application. Applications may be submitted by e-mail to jobpostings@mahoningcountyoh.gov or submitted to:

Mahoning Board of County Commissioners
Attn: Human Resources Department
21 W. Boardman Street, Suite 300
Youngstown, OH 44503

ESSENTIAL JOB FUNCTIONS:

Conduct telephone or in-person interviews with clients to determine or re-determine eligibility for all benefit types available, including but not limited to: Prevention, Retention, Contingency (PRC); Temporary Assistance to Needy Families (TANF); Supplemental Nutrition Assistance Program (SNAP), and Ohio Works First (OWF); send out checklists to request substantiating information. Maintain a case load to establish initial and ongoing agency programs and benefits; determine appropriate resolutions; close cases as required. Collect client and household information as required and request verifications from clients, when necessary, review and update. Complete new and renewal medical applications. Determine eligibility for emergency assistance and self-sufficiency assistance programs. Review Public Assistance Reporting Information System (PARIS) alerts, verifying non-duplication of benefits in other states. Review alerts and matches for, including but not limited to: State Wage Information Collection Agency (SWICA), Income Eligibility Verification System (IEVS), National New Hires, and the Integrated Perinatal Health Information System (IPHIS). Review findings of quality assurance and correct errors, issue supplements. Make referrals to the Legal Department for overpayments. Calculate income and budgetary amounts to determine eligibility for benefits. Research and monitor all available communication vehicles such as daily log sheets, various State-run and other job-related systems, e-mails, BMV searches and telephone messages, and case status sheets to obtain client information; verify income and other financial data; follow-up incomplete documentation; update all reported changes. Attend State hearings as a representative of the agency; review case information prior to a hearing in an attempt to resolve; take necessary actions on the case as decided by the hearing officer; advise client of outcome.

MINIMUM REQUIREMENTS:

Associates Degree in human services, behavioral or social science, social work, or related field and a minimum three (3) years of experience in social work, eligibility determination or human services, or an equivalent combination of education, training, and experience.

This is a bargaining unit position

THE BOARD OF MAHONING COUNTY COMMISSIONERS IS AN EEO/ADA COMPLIANCE EMPLOYER, AND CONSIDERS QUALIFIED APPLICANTS WITHOUT REGARD TO RACE, COLOR, CREED, RELIGION, ANCESTRY, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, DISABILITY, VETERAN STATUS OR ANY OTHER PROTECTED FACTOR UNDER FEDERAL, STATE OR LOCAL LAW.