



CHAMPAIGN COUNTY

DEPARTMENT OF JOB & FAMILY SERVICES

Stacy Cox, MSW
Director

NOTICE OF JOB OPPORTUNITY

Eligibility Referral Specialist 2-SNAP E&T Work Activities/OMJ Front Desk

The Champaign County Department of Job and Family Services is accepting resumes for the position of Eligibility Referral Specialist II in the Workforce Unit.

MINIMUM QUALIFICATIONS:

1 year experience as an Eligibility Referral Specialist I, or one year of experience in behavioral science, social science, or customer service techniques, six months experience in business mathematics, business English, interviewing techniques and six months experience in typing, keyboarding or word processing, or-education, training and/or experience in an equal amount.

PAY RANGE: \$17.96-\$23.65 per hour based on experience.

DUTIES:

Primary duties of this position are Case Management/Customer Service. The person in this position will handle a caseload of SNAP E&T work required individuals. The employee will cover the front desk of the OhioMeansJobs Center and provide RESEA Services for unemployment claimants and maintain and monitor WEP site agreements and activities.

FRINGE BENEFITS INCLUDE:

- Flexible work hours offered depending on agency needs
- Medical, dental, vision, and life insurance available
- Employee, spouse, and family health insurance paid at 80%
- Employee paid dental, vision, and life insurance
- Employee assistance program provided to employees and their households
- Wellness program for employees and spouses enrolled in a medical insurance plan
- Paid sick leave, if earned leave is available
- Paid vacation after 1 year of service or with 1 year of prior countable service
- Ohio Public Employees Retirement System (OPERS)
- Deferred compensation plans available

Qualified applicants should submit their cover letter and resume by February 7, 2024, to:

Human Resources

champ_careers@jfs.ohio.gov

Champaign County Department of Job and Family Services

1512 S. US Highway 68, Suite N100, Urbana, OH 43078

937-484-1500 ext. 2749

Champaign County is an Equal Opportunity Employer