



PHONE SCREENER NEEDED

If you are looking for a full-time position with excellent hours and benefits, we have a position for you. **Wood County Department of Job & Family Services located in Bowling Green, Ohio** is looking to fill a position in our Children's Services unit. Job duties would include answering important phone calls, assisting clients, computer documentation, etc.- see below for full position description. We are looking for someone who is punctual and has a great attendance record. Must also have good communication skills and be a quick thinker/problem solver. No evenings or weekends. Associates Degree or equivalent combination of education and experience required. \$20.54/hr. If interested, please email completed Wood County application** and resume to jfs@woodcountyohio.gov or mail to PSW-2, P.O. Box 679, Bowling Green, Ohio 43402 by Wednesday, May 15th by 4:00 p.m.

AN EQUAL OPPORTUNITY EMPLOYER

**applications can be downloaded at



<https://www.co.wood.oh.us/commissioners/employment/default.html>

JOB DUTIES:

Processes referrals for services; receives applications and redeterminations; determines eligibility for programs; assists clients on the phone or in person; enters data into computer system; prints and mails approvals/denials; scans documents into case files; completes case updates; processes changes to an ongoing case; scans verifications into case; tracks changes; terminates cases, if applicable.

Schedules and completes home visits; assists with application process; explains documents and services; provides documentation; answers questions.

Logs all contacts and submits statistics to supervisor monthly; logs all approvals and denials for assigned programs; logs all application outcomes, assessments, reassessments, ongoing cases, failed assessments and submits stats to supervisor monthly; receives state hearing requests; prepares state hearing summaries; provides testimony at state hearings.

Reviews invoices; ensures invoices are valid and forwards to fiscal unit for processing.

Monitors available community programs for new programs and changes to eligibility; schedules agency presentations for community groups; prepares handouts; assists in presenting information.

Attends meetings and trainings to remain current on program changes.