BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO
406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
Commissioners@co.warren.oh.us

WARREN COUNTY JOB AND FAMILY SERVICES

FOUR POSITIONS AVAILABLE:

ELIGIBILITY REFERRAL SPECIALIST II WITHIN HUMAN SERVICES DIVISION

SUMMARY OF DUTIES:

Interview public assistance applicants who have submitted initial applications seeking eligibility for programs and benefits, and/or assess ongoing eligibility for those requiring a re-determination of status of benefits received. Additionally, processes public assistance overpayments, under issuances, and may conduct administrative hearings.

QUALIFICATIONS:

Completion of a relevant two-year college degree or its equivalent. Relevant areas of concentration include Education Guidance, Career Counseling, Psychology, and Sociology, Social Work or other related field. Additionally, the position requires one (1) year of previous experience as a Unit Support Worker or Eligibility Referral Specialist I or similar position, in order to perform the duties of the position. Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above. The individual must have a current driver's license.

WAGES:

ELIGIBILITY REFERRAL SPECIALIST II $14.92/HOUR(365 DAYS) CLASSIFIED

SCHEDULED HOURS: 40 HOURS PER WEEK

VISIT: WWW.CO.WARREN.OH.US TO APPLY ONLINE AND FOR A FULL JOB DESCRIPTION

CONTACT SUSAN SPENCER, HR MANAGER WITH ANY QUESTIONS AT 513-695-1747 OR SUSAN.SPENCER@CO.WARREN.OH.US

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF TIME NOT LESS THAN SEVEN (7) CONSECUTIVE CALENDAR DAYS, BEGINNING MAY 30, 2019.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED

WARREN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER