

GEAUGA COUNTY JOB & FAMILY SERVICES
JOB POSTING

Job Title: Eligibility Referral Specialist II /Case Manager
Applications Accepted: October 28, 2015 until filled
Compensation: \$29,348 to \$31,678
Job Type: Full-time position
Monday through Friday 8:00 a.m. through 4:30 p.m.

Job Description:

Work with a variety of people in busy team-oriented environment. Interview public assistance applicants to determine their eligibility for a variety of public assistance programs through income verifications. Good organizational skills & oral communication skills, ability to use PC for data entry. Attend trainings and meetings regarding public assistance issues/case. Perform miscellaneous tasks associated with the duties of the Family Service Team.

Knowledge, Skills, Abilities:

Work with a variety of people in a busy team oriented environment
Organizational and verbal/written communication skills
Ability to use PC for data entry
Ability to conduct effective interviews and interact with a variety of customers

Qualifications:

One year experience as an Eligibility/Referral Specialist 1
OR completion of undergraduate major core coursework in behavioral science or social science or education, one course or six months experience in interviewing techniques, and one course or six months experience in typing, keyboarding, or word processing.
OR completion of two years of technical education in behavioral science or social science, one course or six months experience in interviewing techniques, and one course or six months experience in typing, keyboarding, or word processing.
OR two courses or one year of experience in behavioral science, social science, or customer service techniques, one course or six months experience in business mathematics, one course or six months experience in business English, one course or six months experience in interviewing techniques, and one course or six months experience in typing, keyboarding or word processing.
OR education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Other Requirements:

Possess a valid Ohio driver's license, submit to a driver's license check, BCI/FBI background check, and a pre-employment drug test.

Benefits:

The Geauga County Job & Family Services offers excellent benefits including paid vacation, sick leave, personal days, and life insurance. Medical, dental, vision, and prescription coverage available.

Send Resume To:

Gauga County Job & Family Services, Attn: ERSII Position, 12480 Ravenwood Dr., Chardon, Ohio 44024 or e-mail at jobs@geaugajfs.org

EOE