

**GEAUGA COUNTY JOB & FAMILY SERVICES**  
**12480 Ravenwood Drive**  
**Chardon, OH 44024**

**JOB POSTING**

**Job Title:** Case Manager / Eligibility Referral Specialist 2  
**Applications Accepted:** May 4, 2016 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 and communication skills, and ability to use PC for data entry. Attend trainings and meetings regarding public assistance issues/cases. Perform miscellaneous tasks associated with the duties of the Family Services 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 clients

**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, FBI/BCI background check, and a pre-employment drug test.

**Benefits:**

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:**

Geauga County Job & Family Services, Attn: ERS 2 Position, P.O. Box 309, Chardon Ohio 44024  
or e-mail [jobs@geaugaifs.org](mailto:jobs@geaugaifs.org).

**EOE**