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## CLIENT COORDINATOR NEEDED

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**Employer:** Geauga County Job and Family Services  
**Location:** 12480 Ravenwood Drive; Chardon, OH 44024

**Job title:** Eligibility/Referral Specialist 1  
**Position type:** Full time, classified civil service  
**Compensation:** \$13.56–\$14.65 hourly based on qualifications and experience  
**Hours of work:** 8:00 a.m.–4:30 p.m. Monday through Friday

**Summary:** Geauga County Job and Family Services is seeking a team player to join our Income Maintenance division. This position primarily serves as a client coordinator or first point of contact, helping to route clients' applications and questions through the department appropriately. Preferred candidates are organized, comfortable using a PC for data entry and other common functions, and able to build rapport and communicate professionally with clients from all walks of life.

Job duties include but are not limited to: assisting individuals with program applications and general questions; pre-screening applications for public assistance; determining eligibility for self-sufficiency programs such as PRC; gathering relevant verifications; utilizing databases to document information; scheduling appointments; and referring clients to alternative services or community partners to help meet their needs.

Strict adherence to State-determined deadlines and excellent time management skills are musts.

**Requirements:** › Education, training and/or experience equal to 1 year of experience as a Unit Support Worker 2; OR 1 course/6 mos. experience in behavioral/social sciences or customer service, 1 course/6 mos. experience in both business math and English, AND 1 course/6 mos. experience in interviewing techniques  
› Valid driver's license, proof of insurance, and good driving record  
› Ability to pass pre-employment drug screening and FBI/BCI&I background checks

**Benefits:** › Friendly work culture  
› Paid vacation, sick leave, and personal days  
› 10 paid holidays per calendar year  
› No-cost life insurance coverage  
› Excellent rates on medical, dental, and prescription coverage available

**How to apply:** Send cover letter, résumé, and [GCJFS Application for Employment](#) to one of the following:

*Email:* [jobs@geaugajfs.org](mailto:jobs@geaugajfs.org)

*Fax:* 440-286-6654

*Mail:* Geauga County JFS  
Attn: ERS1 Position  
P.O. Box 309  
Chardon, OH 44024