
DYNAMIC CASE MANAGER NEEDED

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

Job title: Eligibility/Referral Specialist 2
Position type: Full time, classified civil service
Compensation: \$14.82–\$16.01 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 numbers-oriented individual to join our Income Maintenance team. This position primarily determines eligibility and manages a client caseload for public assistance programs such as SNAP, Medicaid, or publicly funded child care. Preferred candidates will have experience determining eligibility for financial/credit assistance, social services, or employment assistance.

Job duties include but are not limited to: interviewing public assistance applicants in person and over the phone, utilizing databases to document information, creating budgets unique to each assistance group, gathering relevant verifications, authorizing or denying client benefits according to Ohio laws and regulations, 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. The successful candidate is also 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.

Requirements:

- › 1+ year(s) experience as an Eligibility/Referral Specialist 1; or 1+ year(s) experience in a position similar to an Eligibility/Referral Specialist 1 *and* 2+ years coursework in human services or social sciences
- › 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

Fax: 440-286-6654

Mail: Geauga County JFS
Attn: ERS2 Position
P.O. Box 309
Chardon, OH 44024