

## **NOTICE OF JOB OPPORTUNITY**

The Shelby County Department of Job and Family Services is seeking a qualified applicant for a Financial and Medical Eligibility Referral Specialist.

### **DUTIES:**

- Interviews public assistance applicants to determine their initial eligibility for one or more agency programs or services.
- Maintains communication with ongoing public assistance customers to determine their continued eligibility for public assistance.
- Processes public assistance overpayments and under issuances.
- Completes case management services which include interviewing customers, collecting necessary program verifications, documenting customer's needs, assisting customer to obtain necessary verifications when needed, computing budgets to determine program eligibility and level of benefits, and maintaining case records for applicants/recipients.
- Attends hearings and meetings regarding public assistance issues/cases.
- Answers questions via the customer service telephone line and provides follow up case management and correspondence as needed.
- Performs miscellaneous tasks associated with the duties of the Eligibility/Referral unit (e.g., files; operates photocopier).

### **MINIMUM QUALIFICATIONS:**

- 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
- One course or six months experience in typing, keyboarding, or word processing
- Possess a valid Ohio Driver's License/insurance and have the ability to independently operate a motor vehicle
- Occasionally stay overnight when attending training sessions

### **BENEFITS:**

- Minimum starting wage is \$13.66 per hour and will be based upon experience.
- Educational supplement of 35 cents per hour for Associates Degree & 60 cents for Bachelor's Degree in an appropriate major
- Employee participates in Public Employees Retirement System rather than Social Security

- Overtime/comp time for over 40 hours of work per week
- Paid sick leave
- Paid vacation leave after one year of service
- Health insurance available
- Deferred compensation, credit union, specialized insurance available at employee's cost

Additionally, the applicant must be able to multi-task in a fast-paced environment.

**CIVIL SERVICE:**

This position is in the Classified Civil Service which:

- Requires an initial (6) month probationary period
- Requires the employee to refrain from certain political activity, including running for public office and certain political campaigning activities

A complete job description and online application is available on our website:  
[www.shelbycountyjfs.org](http://www.shelbycountyjfs.org)

Interested individuals should submit a **resume** and **completed application** online or mail to:

Patricia Raymond  
Shelby County Department of Job and Family Services  
227 S. Ohio Ave.  
Sidney, OH 45365

Only selected individuals will be interviewed.

\*Salary commensurate with experience and education

***Shelby County Department of Job and Family Services is an Equal Opportunity Employer***