

Crawford County Job and Family Services

*Income Maintenance*Workforce Development*Child Support Enforcement*Children Services*

JOB & FAMILY SERVICES

224 Norton Way
Bucyrus, Ohio 44820
Tel 419-562-0015
Fax 419-563-9797

CHILDREN SERVICES

224 Norton Way
Bucyrus, Ohio 44820
Tel 419-563-1570
Fax 419-562-0050

VACANT POSITION

ELIGIBILITY REFERRAL SPECIALIST 2

SUPERVISOR: Eligibility Referral Specialist Supervisor

Unit: OhioMeansJobs

PCN: 14013.0

RANGE: 04

BASE: \$15.20

DUTIES:

Conducts appraisals, assessments and reassessments for the OhioMeansJobs Unit. Provides in-depth counseling to help program eligible clients solve problems which prevent employment. Completes employability plans, self-sufficiency agreements, and other employment plans with clients and potential clients. After discussing employment history, education, family situation, barriers, supportive services and any other needs, assist in setting goals, and objectives to become self-sufficient. Assists with employment by providing current job leads, creating or editing resumes, job matching, practice interviewing, and other job readiness services such as life skill/work ethic instruction as needed. Make appropriate referrals for supportive services, counseling, GED, medical, housing, driver's license, education, and other community services. Coordinates efforts with other agencies by selecting and referring eligible applicants to special programs or services. Performs follow-up activities on all referrals. Determines eligibility for one or more programs using state systems, established rules, procedures, and processes. Identifies participant needs, secures approval for expenditures, and prepares/sends authorizations. Processes incoming invoices, tracks in case file, and forwards to supervisor/fiscal unit for payment. Interacts and collaborates with co-workers, community partners, contractors, vendors, and employers. Promotes programming in community and assists with recruitment efforts. Attends training activities, seminars, workshops or meetings related to duties. Travels on-site as necessary to provide services (e.g., homes, employers, schools, social service agencies).

MINIMUM QUALIFICATIONS

- One year of experience as an Eligibility/Referral Specialist 1, 30121. OR two years' experience as Unit Support Worker 2, 30112. OR completion of undergraduate major core coursework in behavioral science, 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.**

UNUSUAL WORKING CONDITIONS/HAZARDS

The incumbent is responsible for placing clients into appropriate programs and keeping track of their progress. However, they are not directly responsible for the safety of others. The incumbent also works in an office setting where the probability of injuries is low. The office setting, like most offices, may be slightly dirty or noisy at times.

****EQUAL OPPORTUNITY EMPLOYER****

APPLY BY SUBMITTING AN APPLICATION AND RESUME DURING THE POSTING DATES TO: CRAWFORD COUNTY JOB AND FAMILY SERVICES, 224 NORTON WAY, BUCYRUS, OH 44820

**ATTN: HUMAN RESOURCES OR FAX 419-563-9797
OR EMAIL Andrea.Trux@jfs.ohio.gov**

POSTING DATES: November 16, 2020 to November 27, 2020