

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

EQUAL OPPORTUNITY EMPLOYER

VACANT POSITION

Eligibility Referral Specialist 2 Base pay rate: \$16.70 per hour

See attached Position Description

If you are interested and you meet the qualifications, an application, cover letter and resume
MUST be submitted during the posting dates listed below.

POSTING DATES: January 14, 2022- January 31, 2022 at 4:00 P.M.

MINIMUM QUALIFICATIONS

One year experience as an Eligibility Referral Specialist 1 or equivalent education, training
and/or experience.

Submit application and resume with cover letter to the attention of:

Julie Shay

Email: Julie.Shay2@jfs.ohio.gov

Regular mail: Crawford County Job & Family Services

224 Norton Way

Bucyrus, OH 44820

OR online at www.Crawfordcountyjfs.org

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
JOB & FAMILY SERVICES

DIVISION OR INSTITUTION
CRAWFORD COUNTY

UNIT OR OFFICE
INCOME MAINTENANCE UNIT

POSITION CONTROL NUMBER
21007.0

State Agency County Agency New Position Change

County of Employment
CRAWFORD

USUAL WORKING TITLE OF POSITION
ELIGIBILITY/REFERRAL SPECIALIST 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
ELIGIBILITY/REFERRAL SUPERVISOR 1

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:30 – 4:00 P.M.

Page 1 of 1

JOB DESCRIPTION AND WORKER CHARACTERISTICS

CLASS TITLE
Eligibility/Referral Specialist 2

CLASS NUMBER
30122

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
40%	Conducts screening at intake; Interviews applicants for all programs; Determines initial and on-going eligibility for appropriate program. Assists applicants in the application process, advises applicants about rights and responsibilities. Provides information about eligibility factors. Coordinates efforts with other agencies by selecting and referring eligible applicants to special programs or services. Performs follow-up activities on all referrals. Uses all applicable computer systems to process cases and provide quality customer service.	KNOWLEDGE: Agency policy & procedures as pertains to the Income Maintenance Unit; Interviewing; Budgeting; Public relations; Office practices and procedures.
40%	Performs case management and recruitment activities. Maintains case files, processes required forms, and monitors case activity for continued eligibility. Shares pertinent information with inter-agency department; works with clerical staff and management to provide continuity in departmental procedures. Processes overpayments and under issuances. Tracks involvement in work activities. Prepares and presents evidence and testimony for hearings.	SKILLS: Word processing in Microsoft Word or similar program; Spreadsheet operations in Microsoft Excel or like program; Equipment operations, i.e. photocopier, calculator, computer.
15%	May perform various clerical or reception duties as needed. Maintains files accordingly to records retention schedule.	ABILITIES: Define problems; collect data; establish facts & draw valid conclusions; Develop good rapport with clients; Carry out detailed but basic written or oral instruction; Deal with problems involving several variables in familiar context; Comprehend and record figures accurately; Maintain accurate records;
5%	Prepares reports, statistical summaries and other documents for submission to supervisor. Attends training activities, seminars, workshops or meetings related to job related functions. Performs other duties required by supervisor or administration.	Add, subtract, multiply and divide whole numbers; Prepare meaningful, concise and accurate reports and letters.

SIGNATURE OF EMPLOYEE _____ DATE _____

SIGNATURE OF AGENCY REPRESENTATIVE _____ DATE _____