

## **MIAMI COUNTY JOB AND FAMILY SERVICES**

### **JOB ANNOUNCEMENT**

**JOB TITLE:** Eligibility/Referral Supervisor 1      Full-time Position      Salary: DOQ

**NATURE OF JOB:** Direct supervision of Eligibility/Referral Specialist 1 & 2 Caseworkers and the Adult Protective Services program, including participation in hiring, promotion, discipline and termination of staff. Completes performance evaluations. Acts as the IEVS Coordinator, monitors the processing of public assistance cases, IEVS matches, healthcare applications and the Healthchek Program. Ensures compliance with the IEVS system, public assistance, food assistance and medical assistance programs. Assigns and reviews work of subordinate staff. Resolves employee questions, problems and complaints. Resolves client complaints. Assists in the development of agency policies and procedures. Communicates with outside agencies, attends meetings and serves on committees to enhance delivery of services to agency clients.

**MINIMUM QUALIFICATIONS:**

Completion of Bachelor's degree in social work, public administration, management, or a related field, plus two (2) years experience in a public service agency with knowledge of public assistance programs, policies and procedures and three (3) years of Supervisory experience.

**ADDITIONAL REQUIREMENTS:**

This position requires excellent verbal and written communication skills with the ability to establish and maintain effective communication and working relationships with others. You must have prior leadership experience with the ability to plan, organize and delegate work; evaluate the performance of staff while maintaining a productive and effective work load.

**METHOD OF APPLICATION AND DEADLINE:** All interested applicants may acquire an application at [Ohiomeansjobs Miami County](http://OhiomeansjobsMiamiCounty.com), 2040 North County Road 25-A, Troy, OH 45373 between the hours of 7:00 a.m. to 6:00 p.m. Monday and 8:00 a.m. to 5:00 p.m. Tuesday through Friday. Applications may also be accessed through the Miami County web site at [www.miamicountyohio.gov](http://www.miamicountyohio.gov). Applications must be submitted via the website or returned to the above address by 5:00 p.m. Friday, February 15, 2019.

**MIAMI COUNTY JOB AND FAMILY SERVICES IS  
ACCESSIBLE TO THE DISABLED**

**MIAMI COUNTY JOB AND FAMILY SERVICES IS AN  
EQUAL OPPORTUNITY EMPLOYER**