

MIAMI COUNTY JOB AND FAMILY SERVICES

JOB ANNOUNCEMENT

JOB TITLE: Eligibility Worker (Eligibility/Referral Specialist 1)

Full-time \$14.63 per hr.

NATURE OF JOB: Interviews recipients to determine eligibility for Public Assistance programs, including Temporary Assistance for Needy Families, Food Assistance, Medicaid, and others. Computes budgets, obtains documentation. Maintains caseload and updates computer system. Must interpret state and federal regulations. This is a fast-paced, busy job which requires a detail-oriented person with good organizational skills, math and computer skills, and ability to work with people.

MINIMUM QUALIFICATIONS: Completion of secondary education plus:

- Completion of two years technical training or undergraduate major core course work in behavioral science, social science, psychology or related field.
- Or, two years experience as a Unit Support Worker 2;
- Or, one course or six months experience in interviewing techniques, one course or six months experience in business math, one course or six months experience in techniques of writing, and one course in typing, keyboarding or word processing.
- Or, education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

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. Applications must be submitted via the website or returned to the above address by 5:00 p.m. Friday, August 30, 2019.

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

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

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY

MIAMI COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES

PERSONNEL DIVISION

USUAL WORKING TITLE OF INDIVIDUAL
Eligibility/Referral Specialist 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
21000.0 Eligibility/Referral Supervisor 1

NORMAL WORKING HOURS (EXPLAIN UNUSUAL OR ROTATING SHIFT)

FROM: 8:00 AM

TO: 5:00 PM

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| POSITION CONTROL NUMBER | CLASS TITLE | CLASS NUMBER | % | JOB DUTIES IN ORDER OF IMPORTANCE | MINIMUM ACCEPTABLE CHARACTERISTICS |
|-------------------------|------------------------------|--------------|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | | |
| 21004.0.0 | Eligibility/Referral Spec. 1 | 30121 | 75 | Interviews and maintains communication with public assistance clients to redetermine eligibility for public assistance programs including OWF, Food Assistance and Medicaid. Conducts interactive interviews; updates eligibility factors; computes budgets; verifies documentation; explains programs, rights, responsibilities; approves or denies continuing eligibility; refers to other social services as needed. Uses the OBWP computer system. Answers telephone and written inquiries. | Knowledge of (1) office practices and procedures, (2) interviewing principles, (3) federal, state and local laws and rules, (4) public relations, (5) budgeting. Skill in (6) interviewing, (7) typing and word processing, (8) written and oral communication. Ability to (9) resolve recurring standard problems, (10) extract information from various sources, (11) draw valid conclusions, (12) comprehend complex technical written material, (13) interact with hostile or angry clients, (14) maintain accurate records, (15) complete forms and correspondence, (16) gather, collate, summarize data, (17) file materials in order, (18) interpret policies and procedures. |
| | | | 15 | Compute public assistance over/under payments and refer to Recovery unit. Complete appeals summaries and appear at hearings. Attends trainings/meetings. Contacts outside individuals or agencies for information. | Knowledge of 1, 2, 3, 4, 5. Skill in 7, 8. Ability to 9, 10, 11, 12, 13, 14, 15, 16, 18. |
| | | | 10 | Determine initial eligibility for public assistance, including OWF, Food Assistance and Medicaid. Interviewing and applying rules and regulations. Approve or deny applications. | Knowledge of 1, 2, 3, 4, 5. Skill in 6, 7, 8. Ability to 9, 10, 11, 12, 13, 14, 15, 16, 17, 18 |
| | | | | Performs related duties as required. | *Must demonstrate regular and predictable attendance. |

LIST POSITION NUMBERS & CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED
None

SIGNATURE OF AGENCY REPRESENTATIVE

Teresa Brubaker
Teresa Brubaker, Director

DATE

7/19/2019