

Eligibility Referral Specialist 2 **Income Maintenance Department**

Do you want a career in Income Maintenance? A supportive environment that demands continued personal and professional growth? Are you passionate about your career? Do you want more than a job? If so, you may be exactly who we are looking for.

We offer daily challenges in a fast-paced team-oriented environment. Under Supervision utilizing a team approach, the successful candidate will determine eligibility for Public Assistance to the Hardin County community and collaborate with the OhioMeansJobs Hardin County toward resolving any barriers to employment clients may be experiencing. The successful candidate will manage a complex caseload while building strong relationships with the public, colleagues, and other professionals.

Preferred but not required is an Associate degree in Human Services, behavioral science, or social science. Candidates should have customer services techniques, six months experience in business math, business English, interviewing techniques and six months experience in typing, keyboarding/word processing or education, training and/or experience in an equal amount. Must have excellent attendance and a positive attitude.

Salary will be commensurate with experience and qualifications. Salary range: \$31,137.60-\$40,268.80. Hardin County offers an excellent benefits package, including health insurance benefits, employee paid dental and vision, paid vacation (after one year of service) or after accumulated if prior countable service, deferred compensation plans and flexible work hours. Hardin County participates in the Ohio Public Employer's Retirement System (OPERS). Background check is required.

Job specifications & civil service application available at Hardin County Job & Family Services or send resume to: Fiscal/HR Specialist, 175 W. Franklin Street Ste 150, Kenton, Oh 43326 or fax to 419-674-2340 or email to: Jordan.Bailey@jfs.ohio.gov. Position open until filled. EEOE