

Hardin County Job and Family Services is seeking an **Eligibility Referral Specialist** to work in the Income Maintenance Department.

Essential duties include interviewing public assistance applicants to determine initial eligibility for agency programs or services, maintaining communication with clients to determine continued eligibility, processing over payments and under issuances. Associated degree in Human Services related field or preferred related work experience.

Job specifications & civil service application available at Hardin Co. Job & Family Services or send resume to: Fiscal/HR Specialist, 175 W. Franklin St., Ste 150, Kenton, OH 43326, or fax to: 419-674-2340 or e-mail to: Jordan.Bailey@jfs.ohio.gov by November 6, 2020. EEOE