



Preble County Board of Commissioners

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JOB POSTING

ELIGIBILITY AND REFERRAL SPECIALIST 2

The Board of Preble County Commissioners will accept applications for the full time, FLSA non-exempt, classified position of an Eligibility and Referral Specialist 2 for Preble County Job & Family Services. Interested individuals may obtain a classification specification which outlines the responsibilities of this position including qualifications and duties. The pay range for this position starts out at \$14.99 per hour.

An application and job description may be obtained in the Preble County Commission Office/1st Floor - 101 East Main Street, Eaton, Ohio between the hours of 8:30 A.M. to 4:00 P.M., Monday through Friday. This ad is also published on the Preble County Commission's website www.prebco.org under job opportunities. Deadline for filing an application with the Board of Preble County Commissioners is Wednesday, November 1, 2017 @ 4:00 P.M.

Preble County is an Equal Opportunity Employer.

Advertise: Register Herald - October 18th & 25th, 2017
Posted on Website - October 10, 2017

POSITION POSTING

POSITION: **ELIGIBILITY AND REFERRAL SPECIALIST 2**

RANGE: PAY RANGE 7, Base Rate \$14.99 hr.

DEADLINE:

DUTIES OF POSITION: Conducts interviews (individual and group) to determine initial and ongoing eligibility for public assistance programs. Approves, denies, and completes determinations and re-certifications on applications within state guidelines. Performs duties relating to preparation and ongoing maintenance of case records. Responds to phone and mail correspondence and takes appropriate action on cases. Computes budgets and completes necessary forms to complete case including overpayments and fraud cases. Attends staff development and other training sessions. Other duties as assigned.

QUALIFICATIONS:

One year of experience as an Eligibility/Referral Specialist 1;

OR

Two years experience as a Unit Support Worker 2;

OR

completion of undergraduate major core coursework in behavioral science, social science or education, one course or six month experience in interviewing techniques, and one course or six months experience in typing, keyboarding, or word processing.;

OR

Two courses or one year of experience in behavioral science, social science, or customer service techniques, one course or six months experience in business mathematics, one course or six months experience in English, one course or six months experience in interviewing techniques, and one course or six months experience 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: Qualified applicants may submit an application to the Preble County Board of Commissioners, 101 East Main Street, Eaton, Ohio 45320 or to Rebecah Sorrell, Director, Preble County Job and Family Services, 1500 Park Ave. Eaton Ohio 45320.