



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, April 18, 2018 @ 4:00 P.M.

Preble County is an Equal Opportunity Employer.

Advertise: Register Herald - April 4th & 11th, 2018
Posted on Website - March 26, 2018

Preble County Job and Family Services
1500 Park Ave
Eaton, Ohio 45320
937-456-6205

POSITION POSTING

POSITION: ELIGIBILITY AND REFERRAL SPECIALIST 2

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

DEADLINE: Wednesday, April 18, 2018

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 or to Rebecah Sorrell, Director, Preble County Job and Family Services, 1500 Park Ave. Eaton Ohio 45320.

POSITION DESCRIPTION		AGENCY/DEPT ID PREBLE JOB & FAMILY SERVICES
DIVISION OR INSTITUTION IMCOME MAINTENANCE	UNIT OR OFFICE	COUNTY OF EMPLOYMENT PREBLE

POSITION NUMBER 23001.2	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>
			Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION ELIGIBILITY REFERRAL SPECIALIST		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 TO: 4:30 PM FLEX TIME			
JOB DESCRIPTION AND WORKER CHARACTERISTICS			
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
65	Conducts interviews for public assistance applicants to determine their initial eligibility for one or more agency programs or services either in groups or individually. Maintains communication with ongoing public assistance clients to determine their continued eligibility for public assistance, approves, denies and completes re-determinations/re-certifications on applications within state guidelines, answers phone calls in a timely fashion and processes changes to cases as reported. <u>And/or</u> conducts initial interviews and/or assessments of clients and/or applicants for a variety of workforce development programs, including assessing the individuals interest and aptitude for employment. Seeks to resolve barriers to employment by providing access to services such as the OhioMeansJobs – Preble County resource room and WIOA services. Promotes employment services by contacting employers to solicit employment opportunities for workforce development program participants. Informs business partners of services available to them through the OhioMeansJobs-Preble County Job Center and assists businesses in obtaining services. Performs Rapid Response responsibilities when needed. Enters information into the appropriate computer system. Processes public assistance overpayments and under-issuances, computes budgets and necessary forms, work's in cooperation with the overpayment unit. Reports suspected fraud/overpayments to the overpayment unit. Participates in State Hearings when necessary May determine eligibility for emergency assistance and self-sufficiency assistance programs (e.g., Prevention, Retention, and Contingency services PRC) which includes interviewing applicants, collecting necessary program verifications, documenting client needs, discussing service alternatives, assisting in the location of goods and services, making contacts with service providers, and <u>initiating referrals</u> <u>And/or</u> tracks the WIOA customer services according to the system provided by the State and Area 7. Works cooperatively with the fiscal unit to ensure WIOA funds are available and accessible for the duration of a customer's educational program. Follows up with the WIOA customer and assists with job placement for a minimum of one year following exit of WIOA. Assist the WIOA customer with supportive services such as but not limited to transportation, shelter costs, child care, etc. Maintains a relationship with local economic development, chamber of commerce, Dept. of Development and Dept. of Labor as necessary to provide service to local employers.-- Attends related training, conferences, meetings and other educational programs. Prepares reports and represents the agency at meetings as requested. AND/OR other duties as assigned. May be assigned duties in a lower level classification if necessary	KNOWLEDGE OF: (1) agency computer systems (2) federal, state and local laws and regulations governing eligibility for public assistance programs (3) training and development practices (4) employment counseling practices (5) tests and measures (6) employment assessments (7) medical barriers to employment (8) relevant agencies and community programs for referrals (9) psychological barriers to employment (10) English grammar and composition (11) Work Activity programs (12) WEP program (13) social welfare issues Skills: (1) typing (2) word processing (3) oral communication (4) Written Communication Abilities: (1) extract information from various sources (2) perform intermediate mathematical operations (3) draw valid conclusions (4) listen for problems or issues and provide responses or explanations (5) Interact with hostile or angry individuals (6) prepare correspondence (7) interview others (8) work on multiple tasks/projects (9) interpret technical material (10) apply principle to solve problem (11) use computer (12) identify potential public assistance fraud (13) recognize unusual or threatening conditions (14) interpret policies and procedures (15) maintain accurate records (16) apply principles to solve problems (17) Maintain Confidentiality	
25	Follows up with the WIOA customer and assists with job placement for a minimum of one year following exit of WIOA. Assist the WIOA customer with supportive services such as but not limited to transportation, shelter costs, child care, etc. Maintains a relationship with local economic development, chamber of commerce, Dept. of Development and Dept. of Labor as necessary to provide service to local employers.--		
10	Attends related training, conferences, meetings and other educational programs. Prepares reports and represents the agency at meetings as requested. AND/OR other duties as assigned. May be assigned duties in a lower level classification if necessary		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE