

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

POSITION POSTING

POSITION: ELIGIBILITY AND REFERRAL SPECIALIST 2 - IM

RANGE: PAY RANGE 7, \$15.89

DEADLINE: 05/14/2021

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.