



Preble County *Board of Commissioners*

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JOB POSTING

UNIT SUPPORT WORKER II

The Board of Preble County Commissioners will accept applications for the full time, FLSA non-exempt, classified position of a Unit Support Worker II for Preble County Job & Family Services. Interested individuals may obtain a classification specification which outlines the responsibilities of the position available including qualifications and duties. The pay range for this position begins at Pay Range 4 - \$11.94 - \$15.70 per hour.

An application and job description may be obtained at 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 or on the Preble County Commission's website www.prebco.org under job opportunities. Applications will be accepted until the position has been filled

Preble County is an Equal Opportunity Employer.

Advertise: Posted to website June 2, 2021

POSITION POSTING – JOB AND FAMILY SERVICES

POSITION: **UNIT SUPPORT WORKER 2**

RANGE: PAY RANGE 4 \$11.94

DEADLINE: UNTIL FILLED

PRIMARY DUTIES OF POSITION: Assists, interviews, and screens incoming agency clients and performs general clerical duties. Provides technical assistance to case workers, investigators, and case managers in completing case work. Works closely with the Fraud Investigator to ensure fidelity of programs. Back up to the front desk as needed. Completes the mail run daily and sorts and manages the mail for the agency. Handles other occasional tasks such as contacting maintenance for small repairs and ordering some supplies.

May determine eligibility for emergency assistance and self-sufficiency programs 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 initiating referrals as assigned. Provides and/or arranges transportation and at-home services to clients. May be primary worker for all portions of the Healthchek program including maintaining records, updating CRISE and informing customers of their eligibility and the benefits of participation.

Assists clients by taking incoming telephone requests and making referrals to appropriate services and personnel.

Process and follows up on clients participating in a medical card program. Gathers information from new applicants and records information on computer system. Maintains client file, containing copies of follow-up letters, client responses to follow-up letters, agreements between client and agency, and invoices.

Attends social services related training, conferences, and other educational programs AND/OR other duties as assigned.

MINIMUM QUALIFICATIONS: Twelve months experience as a Unit Support Worker 1, 30111 and a valid driver's license.

- Or formal education in arithmetic that includes addition and subtraction, and reading and speaking common English vocabulary, one course or six months experience in typing, keyboarding or word processing, and a valid driver's license. Also requires an additional twelve months experience in typing, keyboarding or word processing and working in an office environment handling in-person and/or telephone contacts with clients, customers and/or general public.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

Failure to secure appropriate services for clients could, although extremely unlikely, result in physical harm to the client (e.g., lack of food, shelter, proper clothing, medication, etc.). The incumbent is also responsible for the physical safety of clients when transporting them to and from scheduled appointments. Additionally, the position involves some exposure that requires special safety precautions and protective clothing. For example, the individual works with various cleaning supplies or other irritant chemicals that would require the individual to wear gloves. In addition, the incumbent could be exposed to contagious diseases while working with Client.