

Preble County Job and Family Services

**1500 Park Ave
Eaton, Ohio 45320
937-456-6205**

POSITION POSTING

POSITION: ELIGIBILITY AND REFERRAL SPECIALIST 2 - WIOA

RANGE: PAY RANGE 7, \$15.89

DEADLINE: until filled

DUTIES OF POSITION: Conducts initial interviews and/or assessments of clients and/or applicants for a variety of workforce development programs, including assessing the individual's interest and aptitude for employment. Promotes employment services by contacting employers to solicit employment opportunities for workforce development program participants. Informs business partners of services available to them through OhioMeansJobs – Preble County. Performs Rapid Response responsibilities when needed.

Tracks WIOA customer services according to the system provided by the State and the Greater Ohio Workforce Board, Inc. Works cooperatively with the fiscal unit to ensure WIOA funds are available and accessible for the duration of a customer's educational program. Provides case management services during and following exit of consumers of the WIOA program. Maintains a relationship with local economic development, chamber of commerce, Dept. of Development, Department of Labor, and the office of Workforce Initiatives to provide services to local employers. Manages the Reemployment Services and Eligibility Assessment program.

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 months 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 can provide a letter of interest to the director – Rebecah Sorrell, 1500 Park Ave. Eaton Ohio 45320