

POSITION POSTING

POSITION: **ELIGIBILITY AND REFERRAL SUPERVISOR 1**

RANGE: PAY RANGE 8 \$18.43 - \$25.23

DEADLINE: 08/26/2022 Internal only

DUTIES OF POSITION: Directly supervise Eligibility and Referral Specialist 1's and/or Eligibility and Referral Specialist 2's. Attend meetings and serve on advisory committees to enhance the delivery of eligibility and referral services to the agency's clients. Communicates with outside agencies concerning the employment of clients on public assistance. Completes and forwards reports, forms and case files concerning the eligibility and referral unit as well as provides guidance on the computer system (e.g. Ohio Benefits and EDMS)

Assists in the determination of need for new staff members, interviews applicants and makes recommendations for the hiring of new employees, initiates actions for the termination of employees, disciplines subordinates, when necessary, reviews, approves, or denies employee requests for leave, completes performance evaluations of subordinates' work, trains new and current employees, assigns and reviews work of subordinates, monitors the processing of assigned public assistance cases.

QUALIFICATIONS: Two years experience as an Eligibility and Referral Specialist 2; **or** three years experience as an Eligibility and Referral Specialist 1; **or** completion of undergraduate major core coursework in behavioral science or social science education. Also requires one year of experience in a position similar to a Quality Control Reviewer, or two years experience in a position similar to an Eligibility and Referral Specialist 2, or three years experience in a position similar to an Eligibility and Referral Specialist 1;

or completion of two years of technical education in behavioral science or social science. Also requires one year of experience in a position similar to a Quality Control Reviewer or two years of experience in a position similar to an Eligibility and Referral Specialist 2, or three years experience in a position similar to an Eligibility and Referral Specialist 1;

or four courses or two years experience in behavioral science or social science, on course or six months experience in business mathematics, one course or six month experience in business English, one course or six months experience in interviewing techniques, and one course or six months experience in typing, keyboarding or worked processing. Also requires one year of experience in a position similar to a Quality Control Reviewer, or two years of experience in a position similar to an Eligibility and Referral Specialist 2, or three years experience in a position similar to an Eligibility and Referral Specialist 1;

or education, training and/or experience in an amount equal to the minimum qualifications stated above.

METHOD OF APPLICATION: Applications can be located at www.prebco.org under the tab "employment opportunities". Applications can be submitted to Rebecah A. Sorrell, Director 1500 Park Ave. Eaton Ohio 45320

POSITION DESCRIPTION		AGENCY/DEPT ID PREBLE JOB & FAMILY SERVICES
DIVISION OR INSTITUTION Public Assistance	UNIT OR OFFICE Ohio Means Jobs	COUNTY OF EMPLOYMENT PREBLE

POSITION NUMBER	<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 Administrative Assistant – Inc. Main.	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 42000.0 ELIGIBILITY/REFERRAL SUPERVISOR 2	
	<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:	Page 1 of 1
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	
70	<p>Directly supervises USW's, ERS 1's and ERS 2's in the Employment Services Area. Could include OWF/SNAP/Medicaid/WIA/WIOA/Child Care/PRC/Salvation Army, and other as needed. Includes assignment of workloads, scheduling of work, consultation on difficult cases and review of casework. Responsible for interpretation of policies and regulations and management/implementation of same policies. Determines need for new staff member, interviews applicants and makes recommendations for the hiring of new employees. Initiates actions for the termination of employees, disciplines subordinates, when necessary, reviews/approves/denies employee requests for leave, completes performance evaluations of subordinate's work, trains new and current employees, assigns and reviews work of subordinates, monitors the processing of assigned public assistance cases. May carry a caseload of confidential or difficult cases Processes email daily</p>	<p>Knowledge: (1) computer operations (2) federal, state and local laws and regulations pertaining to eligibility determinations (3) administrative practices (4) interviewing practices (5) teaching practices (6) training and development practices (7) supervisory practices (8) public assistance policies and procedures (10) budgeting practices (11) agency computers systems</p> <p>Skills: (1) oral communication (2) interviewing (3) performing computer operations (4) advising</p> <p>Abilities: (1) work with others (2) interpret policies (3) supervisor others (4) understand manuals (5) work independently (6) interview others (7) monitor the work of others (8) assign work to others (9) train others (10) recognize errors in the work of others (11) discipline others (12) handle contacts with outside agencies (13) explain assignments, procedures and situations to others (14) use computers (15) resolve wide variety of problems (16) Maintain Confidentiality</p>	
10	Assists administrator with administrative tasks and assumes responsibility for non-routine admin. Tasks. Completes special projects or other assignments delegated by administrator. Aids in implementation and formation of programs and special projects. Keeps up to date on ORC/OAC/federal/local and other rules. Prepares memorandums and reports. Provides technical assistance to staff		
10	Attends meetings and serves on advisory committees to enhance the delivery of services to clients. Communicates with outside agencies, educator's and employers concerning various referral/agency needs and programs. Works with administrators/managers of the other PCJFS divisions as a team to develop and implement procedures that promote consistency and efficiency within the agency Conducts meetings		
10	Performs public relations duties, serving as an agency liaison Other duties as assigned. May include duties in classifications below this position.		
JOB TITLE	Eligibility and Referral Supervisor 1		
JOB CODE	10131		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		<i>Robert J. Family, D.R.</i>	8/12/2025