



**BOARD OF COUNTY COMMISSIONERS**  
**WARREN COUNTY, OHIO**  
406 Justice Drive, Lebanon, Ohio 45036  
[www.co.warren.oh.us](http://www.co.warren.oh.us)  
[Commissioners@co.warren.oh.us](mailto:Commissioners@co.warren.oh.us)

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OFFICE OF MANAGEMENT AND BUDGET

**ONE POSITION AVAILABLE**

JOB CLASSIFICATION TITLE: ELIGIBILITY REFERRAL  
SPECIALIST I

DEPARTMENT: DEPARTMENT OF JOB AND  
FAMILY SERVICES, HUMAN  
SERVICES DIVISION

PROBATIONARY RATE: \$14.47 PER HOUR

SCHEDULED HOURS: 40 HOURS PER WEEK

CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM  
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF  
TIME NOT LESS THAN SEVEN (7) CONSECUTIVE  
CALENDAR DAYS, BEGINNING APRIL 23, 2021

VISIT [WWW.CO.WARREN.OH.US](http://WWW.CO.WARREN.OH.US) AND COMPLETE THE APPLICATION AS  
FOLLOWS: CLICK ON JOB OPPORTUNITIES THEN CLICK ON WARREN  
COUNTY APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR  
DESKTOP AND EMAIL THE COMPLETED APPLICATION TO:  
[WCCOMMAPP@CO.WARREN.OH.US](mailto:WCCOMMAPP@CO.WARREN.OH.US) PLEASE CONTACT SUSAN SPENCER  
WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS MUST BE RECEIVED BY MAY 7, 2021.

WARREN COUNTY IS AN EQUAL  
OPPORTUNITY EMPLOYER

# WARREN COUNTY COMMISSIONERS POSITION DESCRIPTION

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Department:	Warren County JFS, Division of Human Services	Employee:	
Class Title:	Eligibility Referral Specialist I	Position Title:	Eligibility Referral Specialist I
Class Number:	30121	Reports to:	ER Supervisor I
Probation:	365 Days	FLSA:	Non-exempt
Civil Service Status:	Classified	Lunch:	Unpaid
Employment Status:	Full Time	Pay Range:	5

## **SUMMARY OF ESSENTIAL DUTIES**

The primary purpose of the Eligibility Referral Specialist I classification is to determine initial and ongoing eligibility for programs that do not require a face to face interview and to interview and maintain communication with public assistance clients who have previously been determined eligible for public assistance, concerning whether these clients continue to be eligible for public assistance programs (i.e., to re-determine their eligibility for public assistance programs); and/or assess clients' employment situation (i.e., those who have been previously determined to be eligible for public assistance) and seek to resolve any barriers to employment clients may be experiencing. The Eligibility Referral Specialist I classification will track clients already enrolled in Educational and/or Training Programs (e.g., Job Opportunities and Basic Skills-Jobs and Learning Earning and Parenting-LEAP) and assist clients in job search/retention activities. In addition, the incumbent also processes overpayments and under issuances.

## **MINIMUM QUALIFICATION**

The position requires the completion of a relevant two-year college degree or one (1) year experience as a Unit Support Worker or equivalent position, or education, training and/or experience in an amount equal to the Minimum Qualifications state above.

The individual must have a current driver license and provide a copy if requested by the Department Head or Supervisor.

## **UNUSUAL WORKING CONDITIONS/HAZARDS**

The position requires no unusual physical effort. Occasional walking, standing, bending, or lifting light objects is required. The incumbent works in an office setting where the probability of injury is low.

# WARREN COUNTY COMMISSIONERS POSITION DESCRIPTION

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## **ESSENTIAL FUNCTIONS**

1. Interview public assistance applicants via phone to determine ongoing eligibility for one or more agency programs or services, and initial eligibility for Medicaid benefits.
2. Maintains communication with ongoing public assistance clients to determine their continued eligibility for public assistance, and may assess ongoing clients' employment situation and seek to resolve any barriers to employment these public assistance clients may be experiencing.
3. Processes public assistance overpayments and under issuances, and determines initial or ongoing 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 initiating referrals.
4. Contacts other public and private sector agencies to establish potential work experience sites for educational and/or training program participants and to establish and maintain working relationships for the provision of employment and workforce development activities.
5. Tracks clients work activity hours and assists ongoing clients in job search/retention activities.
6. Attends hearings and meeting regarding public assistance issues/cases and employment issues.
7. Performs miscellaneous tasks associated with the duties of the Eligibility Referral Unit as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

<b>Knowledge</b>	<b>Skills</b>	<b>Abilities</b>
Office practices and procedures	Oral communication	Extract information from various sources
State, Federal and local laws, rules and regulations	Typing and Writing	Listen for problems or issues and provide responses or explanations
Agency computer systems	Organization	Interact with hostile or angry individuals
Social Welfare Issues	Computer Skills	Interview others
Relevant agencies and community programs for referrals	Time Management	Prepare correspondence
Public Assistance Policy		Perform intermediate mathematical operations
English grammar and composition		Work on multiple tasks and projects

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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*This position description in no manner states or implies that these are the only duties and responsibilities of Eligibility Referral Specialist I. My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most recent copy of the Warren County Commissioners Personnel Policy Manual.*

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Agency Representative and Title**

\_\_\_\_\_  
**Date**