



BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO
406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET

JOB CLASSIFICATION TITLE: ELIGIBILITY REFERRAL
SPECIALIST I

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

PROBATIONARY RATE: \$15.34 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 20, 2022

VISIT 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 PLEASE CONTACT SUSAN SPENCER
WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

PERKS & BENEFITS WORKING FOR WARREN COUNTY



WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



BENEFITS

- Health Insurance*



RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System*

Health Insurance - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$216 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

Retirement - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT WWW.CO.WARREN.OH.US FOR ALL JOB POSTINGS.
QUESTIONS CALL: SUE SPENCER 513.695.1747

WARREN COUNTY COMMISSIONERS POSITION DESCRIPTION

| | | | |
|-----------------------|---|-----------------|-----------------------------------|
| 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

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

| Knowledge | Skills | Abilities |
|--|--------------------|---|
| 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**

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