

**NOTICE OF VACANCY**  
**Stark County Job & Family Services**  
**Eligibility/Referral Specialist 2**



**Summary**

Determines/re-determines eligibility and maintains programs/cases for those in need, including parents with children, low-income families, medically disabled individuals and the elderly. These programs offer subsidized child care, food, cash and medical assistance.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Interviews customers to determine or re-determine eligibility for public assistance programs by using CRIS-E and other State and County programs. Secures and verifies all information affecting eligibility and prepares budgets. Compiles records and prepares reports. Explains program requirements (i.e., food assistance, Medicaid, work program) rights and responsibilities and answers questions regarding public assistance programs. Refers clients to community resources and other organizations. Acts on reported changes as they occur (address changes, adding/removing individuals from household, budget adjustments, program changes, initiate or remove work program sanctions). Answers routine correspondence. Processes cases to transfer to other counties or caseworkers. Receives and investigates complaints of lost/stolen warrants; completes forms for obtaining replacements. Maintains required case record material. Authorizes actions, terminates, reduces or suspends assistance. Computes overpayments, makes overpayment referrals, takes corrective action on quality control or other referrals. Completes state hearing forms and represents the agency at hearings. Makes home visits as required.

**Supervisory Responsibilities**

This job has no supervisory responsibilities.

**Education and/or Experience**

Associate's Degree in human services or related field. BA degree preferred.

**Rate - \$19.83**

**Qualifications**

To perform this job successfully, an individual must be able to perform essential duties satisfactorily.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Individual should have knowledge of state computer systems (CRIS-E, etc.) Compass Appointments and Microsoft Office products (e.g. Word, Excel, PowerPoint, etc).

Must possess a valid State of Ohio drivers' license and automobile availability. Must possess auto insurance in accordance with ORC 4509.51 at all times.

Incumbent may be required to travel to/from Agency meetings with County and State as directed by the Executive Director and/or Board of Commissioners, and as required for job duties. Travel requires the use of a vehicle insured in the incumbent's name, unless a County-owned vehicle is secured. Personal vehicles must be in good working order and appropriately accommodate passengers as needed. Regular attendance is required. Incumbent is required to adhere to agency rules, policies and regulations and support the mission, vision & guiding principles at all times.

To apply, please access the agency's website at [www.starkjfs.org](http://www.starkjfs.org) An online application can be found under the Careers link. Applicants have the ability to upload a letter of interest and current resume.

We are an equal opportunity employer that does not discriminate based upon sex, race, creed, color, age, national origin, or disability. Applicants may request reasonable accommodations to participate in the interview process.

**NO PHONE CALLS WILL BE ACCEPTED**