



Eligibility Referral Specialist II

Logan County Department of Job & Family Services is seeking a team-oriented Eligibility Referral Specialist II in the Public Assistance Unit.

The primary duties of this position are Case Management/Customer Service. The person in this position will determine eligibility for customers applying for public assistance, re-determine eligibility and/or assess ongoing customer's employment situations and seek to resolve any barriers to employment these customers may be experiencing. The employee will also determine initial and/or ongoing eligibility for emergency assistance.

The successful candidate will have one year of experience as an Eligibility Referral Specialist I, or one year of experience in behavioral science, social science, or customer service techniques, six months experience in business mathematics, business English, interviewing techniques and six months experience in typing, keyboarding or word processing, or education, training and/or experience in an equal amount. Previous experience working in public assistance preferred. Must have excellent attendance, a positive attitude and work well with others.

Salary will be commensurate with experience and qualifications. Salary Range: \$36,961.60-\$47,881.60. Logan County offers an excellent benefits package, including health insurance benefits, employee paid dental and vision, paid sick leave (after accumulated), paid vacation leave (after one year of service) or after accumulated if prior countable service, deferred compensation plans, and flexible work hours. Logan County participates in the Ohio Public Employee's Retirement System.

This posting will remain open until a qualified candidate is hired. Qualified applicants must submit a letter of interest and an application for employment, which can be found on the agency website [Logan County Job & Family Services \(loganjfs.org\)](http://LoganCountyJob&FamilyServices(loganjfs.org)) to:

Casey Wagner, HR Administrator

Casey.Wagner@jfs.ohio.gov

Logan County Department of Job and Family Services

1 Hunter Place, Suite B, Bellefontaine, Ohio 43311

Logan County is an Equal Opportunity Employer



Logan County Department of Job & Family Services
Cynthia L. Heffner, Esq.

Director

1 Hunter Place, Suite B
Bellefontaine, Ohio 43311
937-599-5165