SANDUSKY COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES
Eligibility Worker 2

Benefits to joining our team:
- Starting Rate $17.76 TO $18.53
- Full-Time Employment
- Impressive Benefit Package: *Health, Vision, Dental, Life Insurance, Public Retirement
- 13 Paid Holidays
- Paid Personal Days
- Employee Assistance and Wellness Programs
- Vacation
- Paid Sick Leave
- Flexible Schedule
- Leadership and Personal Growth Opportunities

Position Overview:
The case manager will be responsible for determining initial and ongoing assistance of families and individuals for public assistance benefits, SNAP and/or Medicaid. Job duties will also include researching cases and responding to inquiries from customers regarding case status and acting upon reported changes.

Minimum Qualifications:
The successful applicant must meet at a minimum all the following job requirements: Associate's degree in human services or related field preferred, but not required; or 2 years of related paid work experience. Fluency in Spanish is helpful but not required. The candidate must be able to demonstrate strong oral and written communication skills, including telephone skills, and strong inter-personal relation skills. Computer literacy is required.

A valid driver's license with acceptable driving record is required. The candidate may have to drive personal vehicle and must maintain required liability limits.

All applicants must submit completed county application to be considered for employment. Resumes may be attached but will not be considered without application. Applications can be found at: http://www.sandusky-county.com/index.php?page=links.

How to apply:
- Fax County Application and/or cover letter/resume to 419-552-3221   Attn: Taylor Steinmetz

- Mail County Application and/or cover letter/resume to
  2511 Countryside Drive, Fremont, OH 43420   Attn: Taylor Steinmetz

- E-mail County Application and/or cover letter/resume to taylorann.steinmetz@jfs.ohio.gov

Sandusky County Department of Job and Family Services is an Equal Opportunity Employer