

JEFFERSON COUNTY DEPT. OF JOB AND FAMILY SERVICES HAS AN OPEN POSITION FOR A CHILD SUPPORT CASE MANAGER-INVESTIGATOR.

DUTIES:

Include but not limited to: Managing child support cases in accordance with federal, state and local laws and procedures. (e.g., reviews child support cases; recommends changes; tracks child support cases to ensure compliance; conducts investigations to locate absent parents; establishes paternity; enforces child support orders; interviews clients.) Processes appropriate documentation for child support cases. Testifies in court if necessary. Keeps abreast of changes in child program, laws, policies and procedures. Attends training sessions and meetings as required.

QUALIFICATIONS:

Minimum Qualifications include: Completion of two years technical training or undergraduate major core coursework in criminology, social work, psychology or related field. OR, two years' experience in performing child support functions to include conducting investigations to locate absent parents, establishment of paternity, and enforcement of Child Support orders. OR, one course or six months experience in interviewing techniques, one course or six months experience in interviewing techniques, one course or six months experience in business math, one course or six months experience in case preparation techniques, one course or six months experience in typing, keyboarding or data/word processing. Excellent computer skills and ability to work by phone with clients and contacts.

OR Education, Training and for Experience in an amount equal to the Minimum Qualifications stated above. Must be able to work in a multi-cultural environment. Must have a valid Ohio driver's license and have the agency required auto insurance. Must be dependable.

Unusual Working Conditions/Hazards: Include but not limited to: The possibility of irate clients and other persons contacted in the course of an interview or investigation process. However, serious problems occur infrequently.

NOTE: If courses are claimed to meet qualifications, documentation from the school must be provided. Application for position must be made in writing or typed.

Application can be made to Jefferson County "One Stop" (OHIO MEANS JOBS) CAC, 114 N. FOURTH STREET, STEUBENVILLE, OHIO 43952 All: MIKE McGlumphy

JEFFERSQN COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES

Has openings for Eligibility referral specialist II in our Income Maintenance Unit

Summary of duties include but are not limited to: Conducting face to face/phone/home visit interviews with first time applicants and those reapplying for Public Assistance to determine eligibility for public assistance programs (including food stamps and/or other assistance administered by the JCDJFS)..

Compute household budgets, obtains and documents verifications, explains recipients' rights and responsibilities. Assess applicants' employment situation and works with applicants to overcome employment barriers, if required. Maintains correct and up to date case files on each NPA/PA household and processes all required changes with the assistance group. Make referrals to appropriate agency to assist with identifying barriers. Make required client assignments regarding program requirements.

Make all necessary assessments (e.g., resources, job/employment, disability) to determine initial & ongoing eligibility for all assistance programs administered by the JCDJFS. Scans and maintains correct and up to date case files and processes all required changes for the assistance group as needed.

Researches possible overpayments and under issuances for assistance programs and refers to fraud unit as needed.

Attends all required training and staff meetings. Other duties as requested.

Qualifications: One year of experience as an Eligibility/Referral Specialist I (or position similar) or completion of undergraduate major core course work in behavioral science or social science or education/, or completion of two years of technical education in behavioral science or social science, or Four courses or two years experience in behavioral science or social science, one course or six months experience in business mathematics, one course or six months experience in business English, one course or six months experience in interviewing techniques, and one course or six months experience in computer skills including typing and general program knowledge and use.

Position offers: Hourly wage starting at \$13.45; benefits including: Vacation; sick and personal time; holidays; health insurance program.

Note: If courses are claimed to meet qualifications, documentation from the school must be provided. The Successful Applicant should be aware and prepared to deal with exposure to clients that could have various health/physical/mental/or emotional problems.

Application/resume must be typed or in writing and submitted to: Ohio Means Jobs (CAC) 114

North Fourth Street, Steubenville, Ohio 43952 To the attention of Mike McGlurnphy. (The JFS is an Equal Opportunity Employer).

THE JEFFERSON COUNTY DEPT. OF JOB AND FAMILY SERVICES

Is accepting applications for Social Service Case Workers

In Children Services and Adult Protective Services

Summary of Essential Duties: The primary purpose of the Social Service Worker II position(s) is to investigate claims of abuse and neglect of older adults and/or children AND/OR maintain a caseload of children/adults/families who have previously been determined to require the protective assistance services of the agency (i.e. ongoing clients) as determined appropriate AND/OR manage caseload of foster care and/or adoption assessments and placements. In addition, the classification prepares child and/or older adult related cases for court, participates in legal action to establish legal guardianship in cases related to older adults/children, meets procedural deadlines governing the management of social services cases set by the State of Ohio and ensures that this documentation is complete, and serves as on-call social service worker (e.g. on weekends, holidays, and after normal business hours) as needed.

(1) Investigates claims of abuses and neglect of older adults or children as an on-going or intake case worker; manages a caseload of older adults or children and families who have been determined to require the protective assistance of the services of the agency.

(2) Ensures providers such as child care centers, nursing/boarding/group homes and hospitals are certified/licensed and operate in compliance with local, state and federal laws and regulations and/or determines and re-determines clients' eligibility for publicly funded social services programs.

(3) Participates in legal action to establish legal guardianship in cases including testifying in court as necessary and or preparing of information in preparation for court filings.

(4) Makes field and or office visits as needed; Makes referrals to other departments when applicable; Takes part as needed in hearing and or conferences; Attend all required training, workshops and seminars; Prepares and maintains case records and documentation; position may require lifting or carrying children or assisting adults.

(5) Performs other assigned duties as required.

Qualifications: Bachelor's Degree from accredited institution: Completion of course work for undergraduate major field of study (i.e. social work, sociology, psychology) as required by college or university; Employed at least 2 years in a human services related position and one year as a Social Service Worker I or II; A valid Driver's license and amount of auto insurance required by the county; Must participate in a background check including (FBI and BCI); Must have dependable transportation; Must have excellent computer skills; Must be able to support regular and predictable attendance; Must be able to endure unusual working conditions/regular exposure to hazards. Prefer individual with LSW or in position to obtain the LSW.

Note: If courses are claimed to meet qualifications, documentation from the school must be provided.

>Starting base wage: \$13.45 an hour

Submit Application to: Ohio Means Jobs (CAC) 114 North Fourth Street, Steubenville, Ohio 43952 to the Attention of Mike McGlumphy. (The JFS is an Equal Opportunity Employer)

THE JEFFERSON COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES

Is accepting applications for a Unit Support Worker

Summary of duties include but not limited to: Assist and screens applicants and/or recipients for all agency public assistance programs including OWF and Food Stamps. Conducts group interviews and explains client's rights and responsibilities in groups or individually. Reviews application and/or reapplication documents, verifications, and case records for completeness and advises clients of needed information. Assists Income Maintenance Workers in all areas. Interviews, and processes applications for expedited and other food stamps and PRC assistance. Answers telephones, takes messages and handles routine inquiries. Refers clients to proper internal personnel and when appropriate to other government agencies.

Works under the direct supervision of the Unit Supervisor. No eligibility determinations other than PRC or Expedited Food Stamps. Mails out application/reapplication packets, schedules client appointments, writes and types reports, composes and types letters and entries into case record using appropriate office machinery. Enters/Scans data into computer system. Maintains records of daily activities of daily/monthly activities as assigned by supervisor.

Issues food stamps and food stamp replacements to recipients as requested by the Income Maintenance unit. Enters pertinent data into CRIS-E system. Maintains accurate records for reporting and audit purposes. Conducts training relating to use of Direction Card. Operates CRIS-E, customer service terminals, Direction Card POS terminals, Direction Card Receipt Printer, VCR.

Performs other assigned I.M. related duties.

Qualifications: Ability to calculate fractions, decimals & percentages; complete forms and write routine correspondence

Plus: 3 courses in public relations (or 3 months experience); 3 courses in office practices and procedures Or 3 months experience; 100 hours training in typing or 1 month experience; or equivalent. Excellent Computer skills a must and regular and predictable attendance.

Note: If courses are claimed to meet qualification, documentation from the school must be provided.

>Starting base wage: \$ 11.25

Send resume to Ohio Means Jobs (CAC) Attention Mike McGlumphy 114 North Fourth Street, Steubenville, Ohio 43952 (The JFS is an Equal Opportunity Employer)