

NOTICE OF VACANT POSITIONS

Address all inquiries to: HR Officer / Hancock County Job & Family Services
P O Box 270, 7814 Co. Rd. 140
Findlay, Ohio 45839

Post Date: December 20, 2022

End Date: January 6, 2023, or until filled

Base Pay: \$ 17.58

Work Unit: Family Stability Unit

Usual Working Title of Position: OWF Case Manager

This is a full-time position. Regular work hours are Monday - Friday, 8:00 a.m. to 4:30 p.m.

JOB DUTIES:

Recruiting a motivated, detail oriented individual to work in a call center environment conducting interviews and determining eligibility for public assistance programs using statewide computerized systems to manage caseloads and document information.

A great position for candidates entering or re-entering the workforce, who enjoy a fast paced environment. We offer a competitive benefit package and retirement plan.

Find out more by reviewing the entire posting, including minimum qualifications, on hancockjfs.org.

Those interested may submit a resume by mail, in person, e-mail, through www.ohiomeansjobs.com

MINIMUM QUALIFICATIONS: One year of experience as an Eligibility/Referral Specialist 1; or

Two years experience as Unit Support Worker 2; or

Completion of undergraduate major core coursework in behavioral science, social science or education; once course or six months experience in interviewing techniques, and one course or six months experience in typing, keyboarding, or word processing; or

Two courses or one year of experience in behavioral science, social science, or customer service techniques, 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 typing, keyboarding or word processing.

All qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin, ancestry, sexual orientation, veteran status, disability or age.