



Franklin County  
Department of Job & Family Services  
1721 Northland Park Ave.  
Columbus, Ohio 43229

**JOB ANNOUNCEMENT**  
**\*\*\*Internal Only\*\*\***

**POSITION TITLE:** Case Manager (Bargaining) **PCN:** 100183

**DEPARTMENT/LOCATION:** Northland Opportunity Center/  
Outreach Services **P. R.:** O10

**REPORTS TO:** Center Director, Outreach Services

**RESPONSIBILITIES:** Provide assistance to adults involved with the criminal justice system, both pre and post release, to determine public assistance eligibility and assess potential employability and self-sufficiency. Work as a team with other service providers to ensure services are coordinated to achieve and maintain self-sufficiency. Provide information and referral to community resources. Assume case management responsibilities for customers. Assist customers in obtaining, understanding and utilizing services. Explain laws, policies, regulations, rights and responsibilities associated with the receipt of benefits and services. Refer customers for vocational testing and assessment, and conduct employability counseling. Authorize cash assistance, food stamps, work allowances, and assist in making child care arrangements. Gather and report statistical information regarding activities conducted on customer cases

**MINIMUM QUALIFICATIONS:** Associate's degree in social work or human services supplemented by two (2) years experience in social work, case management or public assistance programs; or a Bachelor's degree in any field; or any four (4) year combination of related training and experience.

**STARTING SALARY:** \$18.81 per hour plus a Comprehensive Benefits Package  
180 day probationary period

**DATE POSTED:** Thursday, March 16, 2017

**DEADLINE TO APPLY FOR INTERNAL APPLICANTS ONLY:** Wednesday, March 22, 2017

If interested, please go to <http://commissioners.franklincountyohio.gov/hr/> and apply on-line.