



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

J O B A N N O U N C E M E N T

POSITION TITLE: Case Manager **PCN:** 105014, 105025, 105034, 105045, 105052
(Bargaining) 105056, 105059, 105064, 105213 & 105215

DEPARTMENT/LOCATION: West Opportunity Center **P. R.:** O10

REPORTS TO: Case Manager Supervisor

RESPONSIBILITIES: Interview customers to assess potential employability and self-sufficiency. Develop a cooperative plan of action with customers to formulate positive steps to be taken to achieve and maintain self-sufficiency. Provide linkage with prospective employers, community resources, legal entities, and community organizations. Act as an employment advocate and counsel customers in the development of an employability plan. Provide information regarding the laws and regulations governing assistance and service programs, customers' rights and responsibilities. Make necessary case changes and determine continuing eligibility for cash and services. Based upon written plan developed with customer, establish time frames for meeting incremental and final self-sufficiency goals; identify barriers to achievement of goals, develop viable strategies to resolve barriers, identify and select services to address needs. Refer customers for vocational testing and assessment, conduct employability counseling. Make referrals to child support, social services or other service providers in the community. Investigate case discrepancies and compute overpayments and underpayments of cash, food stamps, and medical services. Act as agency representative at state hearings requested by customers, prepare necessary documentation for hearings and take necessary action as ordered by hearing decisions.

MINIMUM QUALIFICATIONS: An 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: Friday, March 17, 2017

DEADLINE TO APPLY FOR INTERNAL APPLICANTS: Thursday, March 23, 2017

DEADLINE TO APPLY FOR EXTERNAL APPLICANTS: Thursday, March 30, 2017

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

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