



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: IM Case Control Reviewer **PCN:** 100697
(Bargaining)

DEPARTMENT/Location: Northland – Quality Support Services **P. R.:** O12

REPORTS TO: Quality Control Review Supervisor

RESPONSIBILITIES: Review and analyze errors found in case records on the database and in case files as identified by state agencies. Audit data in case records and files against established local, state and federal eligibility guidelines for a variety of social service programs such as cash assistance, food stamps, Medicaid and other programs. Determine accuracy of approval and payment of benefits. Conduct research to determine causes of errors, to correct errors or to avoid errors in approving eligibility for public assistance; research codes and eligibility guidelines for social service programs. Contact third parties and customers for required verification and information to correct errors; calculate over/under payment for services; communicate corrective actions taken and/or needed to staff; provide verification to staff regarding eligibility guidelines. Make referrals and recommendations regarding corrective actions and/or changes in processes to avoid errors in the future.

MINIMUM QUALIFICATIONS: An Associate’s degree in social services or related field is required; supplemented by three (3) years of experience in social work, public assistance case management, or related field; or any equivalent combination of training and experience.

STARTING SALARY: \$20.34 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

DEADLINE TO APPLY FOR EXTERNAL APPLICANTS: Wednesday, March 29, 2017

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

-EOE-