

# Medina County Job and Family Services

## Position Description

<b>Division:</b>	Eligibility Services
<b>Supervisor:</b>	21100.0 Debbie Kiley

<b>Classification:</b>	Eligibility Specialist 1	<b>Working Title:</b>	Eligibility Specialist 1
<b>Class Number:</b>	30121	<b>Position Control Number:</b>	21104.0
<b>Status:</b>	Bargaining	<b>Pay Range:</b>	27

### Summary of Essential Duties

**Under the direct supervision of the unit supervisor, interview public assistance clients for initial and/or ongoing eligibility for minor public assistance programs, including, but not limited to Covered Families and Children (CFC) Medicaid, Food Assistance, Expedited Food Assistance, Prevention, Retention and Contingency (PRC), IEVS (Income Eligibility Verification System), Food Assistance Employment and Training (FAET), Child Care and Transportation. May also determine ongoing eligibility for public assistance clients who have been previously determined eligible for community Medicaid, Nursing Home or Ohio Works First (OWF) Programs.**

### Functions of the Position

1. Is familiar with and functions in accordance with the classification specifications and agency policies and procedures.
2. Presents self in a professional, ethical and culturally sensitive manner to co-workers, staff, other agency personnel and the public.
3. Returns phone calls and correspondence in a timely manner, adhering to agency policy and time frames.
4. Conducts interactive interviews to determine initial and/or ongoing eligibility for multiple public assistance programs (i.e., Covered Families and Children (CFC) Medicaid programs, HealthChek, At Risk Pregnancy, Food Assistance, Prevention, Retention and Contingency (PRC), Child Care, Transportation, etc.). Interviews may be conducted in the office and/or field.
5. Gathers verifications, enters data into CRISE or other required databases, completes case dictation and assures accurate case records. Explains rights and responsibilities to clients, completes appropriate contracts and provides information about community resources. If additional information is needed before case completion, provides written documentation of needed information. Follows up by phone and/or mail.
6. Completes program eligibility determination within established program time frames.
7. May also re-determine ongoing eligibility for public assistance programs (i.e., OWF, Community Medicaid and Nursing Home programs) under special circumstances; may also be required to determine initial eligibility, up to a maximum of 20% of their time.

8. Processes alerts and case changes in a timely manner.
9. Tracks clients enrolled in education and/or training programs and assists ongoing clients in job search/retention activities. Continues to work with ongoing clients to aide in resolving any barriers to employment the client may be experiencing.
10. Completes home visits as needed.
11. Initiates complaints to Benefit Recovery Unit to determine benefit overpayments and under issuances.
12. Represents the agency at hearings and/or court. Completes required paperwork.
13. Performs general clerical tasks (i.e., filing, making copies, data entry).
14. Acts as liaison with other staff members and departments, the general public, clients, vendors, community groups and other agencies.
15. Attends required meetings and training. Maintains training documentation for easy reference. Co-employees shall assist in the training of new employees as the Employer determines necessary and practical for the efficient operation of the Department.
16. Meets all job safety requirements and all applicable OSHA safety standards that pertain to job duties.
17. Performs other duties as assigned.

### **Knowledge, Skills and Abilities**

**Knowledge of:** Federal, State and local laws, rules and regulations governing eligibility for public assistance programs; Social Welfare Issues; Employment counseling practices, assessments; Process of Benefit Recover (i.e., overpayments and under issuance, regulations, notification of expected fraud); Computer operations and systems used in Agency; Data processing procedures; Office equipment (i.e., copy machine, fax machine, printers); Office practices and procedures; Interviewing principles; Relevant agencies and community programs for referrals; Public relations issues.

**Skill in:** Interviewing; English grammar and composition; oral communication; writing; listening; organization; computer operations; typing; word processing; public presentation and speaking.

**Ability to:** Coordinate the work activities of others; counsel clients involving simple or routine matters; use computers; enter data; perform computer operations; perform intermediate mathematical operations; gather, collate and summarize data in dictation; write reports; type; extract information from various sources; collect facts, interpret technical material; work as a team; understand manuals and verbal instructions; complete forms; proofread materials; recognize unusual or threatening situations; work with the elderly, physically and mentally challenged; sort items into established categories according to established methods; resolve recurring problems; comprehend a variety of complex, technical, written material; give and exchange facts and routine information; listen to clients for problems and provide responses or explanations in finding a resolution to the problem; interact with hostile or angry individuals; maintain accurate case records; work independently and make decisions; prepare correspondence; work on multiple tasks; explain technical issues, assignments and procedures to clients; keep paperwork and files in order, numerically, alphabetically and/or chronologically.

**Qualifications**

A Bachelor’s Degree or higher from an accredited institution ,  
or  
Associate’s Degree from an accredited institution and one (1) year relevant paid experience

**Additional Requirements**

Must successfully undergo BCI background check  
Successfully complete an alcohol and drug screening  
Possess a valid Ohio Driver’s License  
Provide proof of eligibility to work in the United States

**Inherently hazardous or physically demanding working conditions:**

May encounter irate clients or individuals; may have some exposure to individuals with contagious or communicable disease; is occasionally exposed to unsanitary conditions (insect infestation, bodily wastes) or odors; may have some exposure to common chemicals found in an office environment, such as toner and correction fluid.

**Eligibility Specialist 1    P.C.N. 21104.0**

<b>List Position Numbers and Class Titles of Positions directly supervised:</b>	<b>Signature of Agency Representative:</b>	<b>Date:</b>
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