

# **SANDUSKY COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES**

## ***Eligibility Worker 2***

### **Benefits to joining our team:**

- Starting rate \$18.48 TO \$19.28
- Full-time employment
- Impressive benefit package: \*health, vision, dental, life insurance, public retirement
- 13 paid holidays
- 32 Hours paid personal days (First Year - 16 hours at 6 months and 16 hours at one year)
- Employee Assistance and Wellness Programs
- Vacation
- Paid Sick Leave
- Flexible Schedule
- Leadership and Personal Growth Opportunities

### **Position Overview:**

The case manager will be responsible for determining initial and ongoing assistance of families and individuals for public assistance benefits, SNAP and/or Medicaid on a call center. Job duties will also include researching cases and responding to inquiries from customers regarding case status and acting upon reported changes.

### **Minimum Qualifications:**

The successful applicant will meet all minimum job requirements which include: Associate's degree in human services or related field (preferred but not required) or 2-years of related paid work experience. The candidate must be able to demonstrate strong oral and written communication skills, strong interpersonal skills and the ability to calculate fractions, decimals and percentages; gather, collate and classify data; handle sensitive personal and telephone contacts; establish rapport with customers and operate a computer. A valid driver's license with acceptable driving record is required. The candidate may have to drive personal vehicle and must maintain required liability limits.

### **All applicants must submit completed county application to be considered for employment.**

Resumes may be attached but will not be considered without application. Applications can be found at: <https://sanduskycountyoh.gov/index.php?page=links>

### **How to apply:**

- Fax County Application, cover letter and/or resume to 419-552-3221  
Attn: Taylor Steinmetz
- Mail County Application, cover letter and/or resume to  
2511 Countryside Drive, Fremont, OH 43420 Attn: Taylor Steinmetz
- E-mail County Application, cover letter and/or resume to [taylorann.steinmetz@ifs.ohio.gov](mailto:taylorann.steinmetz@ifs.ohio.gov)

**Sandusky County Department of Job and Family Services is an Equal Opportunity Employer**