

# ***SANDUSKY COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES ELIGIBILITY WORKER 2 – PUBLIC ASSISTANCE DIVISION***

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

- Starting rate \$15.76 to \$16.53
- Full-time employment
- Impressive benefit package: health, vision, dental, life insurance, public retirement
- 13 paid holidays
- Paid personal days after one year
- Employee Assistance and Wellness Programs
- Vacation after one year (With prior service can accrue and use vacation time before one year date)
- Paid Sick Leave
- Flexible Schedule
- Leadership and Personal Growth Opportunities

## **Position Overview:**

Individual needed to interview, assess, and determine applicant's eligibility for various governmental benefit programs.

## **Minimum Qualifications:**

Associates degree in human services or related field preferred, but not required; or 2 years of related paid work experience. Prior interviewing experience is helpful. Excellent organizational skills, telephone skills and computer proficiency are needed. Fluency in Spanish is helpful but not required. The candidate must be able to demonstrate strong oral and written communication skills, including telephone skills, and strong inter-personal relation skills. Computer literacy is required. 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: <http://www.sandusky-county.com/index.php?page=links>.

## **How to apply:**

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

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