



POSITION AVAILABLE:

OhioMeansJobs Case Manager

POSTING DATE: February 25, 2022
DEADLINE TO APPLY: Open until filled
DEPARTMENT: Job & Family Services / OhioMeansJobs
LOCATION: Ravenna, OH
WORKING HOURS: 8:00 a.m. to 4:30 p.m. Monday-Friday (After Hours as Needed)
VACANCIES: 3
SALARY: \$18.32/hr.
FLSA STATUS: Classified, non-exempt

JOB OBJECTIVES:

Under the direct supervision of an OMJ supervisor, responsible for assessing, referring, assigning and case managing all OMJ programs (Supplemental Nutrition Assistance Program [SNAP], Temporary Assistance for Needy Families [TANF], Workforce Innovation and Opportunity Act [WIOA] Adult and Dislocated Worker, Comprehensive Case Management and Employment Program [CCMEP], Obligor, Prevention Retention and Contingency [PRC], Employer Services, RESEA, Special Grants and Worksite Monitoring). Conducts interviews to determine/re-determine eligibility and identify barriers to develop plans for self-sufficiency as necessary. Works with other JFS staff and community partners to support individuals' self-sufficiency.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Social Services or Human Development OR associate degree in Social Services or Human Development with two (2) years of case management experience in the following fields: mental health, drug/alcohol, developmental disabilities, Children Services, Social Security Administration, JFS case management OR Five (5) years of case management experience in previously mentioned fields OR Five (5) years of JFS experience. Must also have a valid Ohio driver's license in accordance with the county policy and motor vehicle liability insurance.

EXAMPLE OF DUTIES:

Receive applications and Conduct virtual, face-to-face and telephone interviews with individuals in need of OMJ programs and services. Educate individuals on policies, procedures, rights and responsibilities, and information relevant to OMJ programs and services. Evaluate applications/re-applications to determine initial and/or on-going eligibility for all OMJ programs. Assess individuals to determine barriers to self-sufficiency. Create individualized plans for self-sufficiency, specifying goals and objectives for individuals, provide management and supportive service. Monitor and revise plans for self-sufficiency for each individual as needed to set goals and support progress. Collaborate with economic developers to provide outreach and coordination of services to area businesses by identifying needs, desired attributes, gaining insight to improve jobseeker and employer matching, as well as posting job orders to OhioMeansJobs.com. Connect individuals and employers with programs and services based on individual needs. Coordinate the delivery of assignments/referrals and monitor the individual's and employer's performance in various OMJ programs. Conduct home visits and accompany assist individuals to appointments as necessary. Develop both individual and group-based programs for education, employment, and enrichment that will assist with self-sufficiency. Assist in safely transitioning off of Public Assistance benefits through counsel and referrals to program services as needed. Development of work activity sites and contract monitoring to support OMJ program requirements and services. Conduct work site and individual evaluations. Provide outreach and coordination of services to area businesses in Portage County. Screen caseloads to identify individuals for employment opportunities and OMJ program initiatives. Develop and implement curriculum to support individuals with improving skill in obtaining and maintaining employment. Attend meetings JFS staff or other agencies involved with the same caseload. Ensure accurate case files (digital or physical)

for local, state, and federal monitoring through accurate system(s) entry, maintaining all documentation in appropriate DI system(s) and entering thorough case notes timely. Initiate and maintain case records, dictation, including preparation of required forms, case narratives, correspondence, and case documentation. Adhere to state required mandates and submit required documentation in required timeframes. Collect data, compile and prepare statistical reports as requested. Respond to all inquiries and correspondence from individuals and other agencies in a timely manner: Answering telephones, checking voicemail, checking e-mails, and seeking individuals who come to the agency. Assist individuals in the OhioMeansJobs Center. Maintain knowledge of current program policies by reading manuals, policies and other correspondence. Maintain confidentiality of all individual's information according to policies. Keeps current in areas of responsibility by attending skill development conferences, seminars, or state sponsored programs related to federal, state laws, rules, and regulations.

HOW TO APPLY:

- **THE COUNTY APPLICATION FORM IS REQUIRED** WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: <https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- APPLICATIONS CAN BE FAXED, EMAILED OR MAILED:

**PORTAGE COUNTY HUMAN RESOURCES
449 S. MERIDIAN STREET, 7th Floor
RAVENNA, OHIO 44266**

EMAIL: HRD@PORTAGECO.COM / FAX: 330-298-4225

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)