



## **POSITION AVAILABLE:**

### **Eligibility Specialist**

**POSTING DATE:** Monday, March 14, 2022  
**DEADLINE TO APPLY:** Open until filled  
**DEPARTMENT:** Job & Family Services / Public Assistance  
**LOCATION:** Ravenna, OH  
**WORKING HOURS:** Monday – Friday, 8:00 a.m. – 4:30 p.m.  
**SALARY:** \$17.78/hour  
**VACANCIES:** 8  
**FLSA STATUS:** Classified, non-exempt

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#### **JOB OBJECTIVES:**

Under the direct supervision of a JFS Supervisor, determine/re-determine eligibility and maintain programs/cases for those in need, including parents with children, low-income individuals and families, medically disabled individuals, and the elderly. These programs offer subsidized childcare, food, cash, and medical assistance.

#### **MINIMUM QUALIFICATIONS:**

Associate degree in Social Services, Human Development or Business-related field required. Must possess a valid Ohio driver's license and maintain continuing eligibility under the existing County driver eligibility standards.

#### **EXAMPLE OF DUTIES:**

Staff Call Center phones as needed and assigned between the hours of 8:00 a.m. and 4:00 p.m. or until the queue is cleared, whichever is later. Conduct face-to-face and phone interviews with individuals and/or families. Evaluate applications/re-applications to determine initial and/or on-going eligibility for all types of Public Assistance programs. Assist the individuals and/or families in meeting the goals of support services, the self-sufficiency contract, service plan, and/or reunification plan. Complete all paperwork/computer work/phone calls connected with obtaining and/or receiving all necessary verifications in assisting the applicant/recipient families. Process documents in accordance with guidelines to approve or deny applications, re-applications, process changes, benefit reductions, suspensions, and terminations. Explain to families their program responsibilities and rights, refer families to other programs and/or agencies when appropriate.

#### **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, 7<sup>th</sup> Floor**  
**RAVENNA, OHIO 44266**  
**EMAIL: [HRD@PORTAGECO.COM](mailto:HRD@PORTAGECO.COM) / FAX: 330-298-4225**