

Athens County Job & Family Services is seeking applicants for the position of an Income Maintenance Worker 3.

Send ACDJFS application, resume and cover letter to: Attn: Teresa Harris, 13183 St. Rt. 13, Millfield, Ohio 45761; or email: teresa.harris@jfs.ohio.gov

Completed application materials must be received by close of business day: **Friday, July 6, 2018**

Starting Pay: \$19.88 per hour

Minimum Qualifications: High School Diploma or GED; valid Ohio Driver's License. Having held this position within the last 3 years meets the minimum qualifications.

Baccalaureate or an Associate Degree Preferred.

ACDJFS is an EOE.

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Job and Family Services
DIVISION OR INSTITUTION
Athens County
UNIT OR OFFICE
Social Services

POSITION CONTROL NUMBER

CLASS TITLE

CLASS NUMBER

State Agency
 County Agency
 New Position
 Change

County of Employment
Athens

USUAL WORKING TITLE OF POSITION
Income Maintenance Worker 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Eligibility/Referral Supervisor 1

NORMAL WORKING HOURS (Explain unusual or rotating shift)
M – F 8:00 am. – 5:00 pm. (Flex time)

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	Interviews applicants both in person and by telephone for <i>all*</i> public assistance programs. Explains all available programs, including the eligibility factors for each program. Explains hearing rights, agency and recipient responsibilities. Operates computer data system processing benefits and inquiries about cases.	11b, 13 a,b, 16, 25b, 30 b,c,f,h,j, 31 a,b,c,d, 32 i,j,k,l,n,o,q, 33 a,e, 34 a,b,c,d,f,i
20	Maintains case records data and supportive materials, completes forms, writes program reports and prepares correspondence. Collects analyzes and interprets valid information and data; enters data in to computer. Participated in in-service training. Cooperates with coworkers and other agencies so applicants and recipients receive benefits promptly.	
15	Receives complaints and problem reports from recipients within caseload and the general public. Attempts to resolve them or makes referrals. Prepares overpayment forms, appeal summaries and also represents agency at hearings. Maintains the skills necessary to access on-line manuals. Offers fair and courteous service to applicants/recipients, processes applications and changes promptly as requires by ODJFS and ACDJFS policies and procedures.	
5	Other duties as assigned. May be required to perform duties under supervision of the Athens County Red Cross during an emergency in accordance with the Athens County Job and Family Services Disaster Plan and the Athens County Emergency Operations Plan.	Minimum Qualifications: High School Diploma or GED; valid Ohio Driver's License. Having held this position within the last 3 years meets the minimum qualifications.
* Initial determinations of eligibility for public assistance programs other than Food Stamps or Emergency Assistance comprise 20% or more of total duties		Baccalaureate or Associate Degree preferred.

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



6/27/18