

Eligibility/Referral Specialist 2



This is a full-time, classified, bargaining position in our Ohio Means Jobs division at Clark County Department of Job & Family Services. Primary duty is to determine eligibility for different programs.

Qualifications:

- High school or equivalent
- Employment experience in a position interacting with the public
- Must be proficient in the use of Word and must be able to learn other computer programs as needed

Benefits:

- Medical Insurance
- Dental Insurance
- Vision insurance
- Sick & Vacation leave
- 13 paid holidays
- Employee assistance program
- Retirement Plan
- Disability & Life insurance
- Tuition reimbursement



What are we looking for?

- ✓ The ability to work in a fast-paced and pressured environment
- ✓ The ability to maintain accurate records
- ✓ The ability to multi-task
- ✓ The ability to remain calm and professional at all times

Pay: \$16.22/hr. + 3% increase after probation

Your County, Your Life, Your Impact

To apply visit: <https://www.clarkcountyohio.gov/jobs.aspx>

CCDJFS is an Equal Opportunity/ADA Compliance Employer.

CCDJFS does not discriminate on the basis age, ancestry, color, disability, ethnicity, familial/marital status, gender identity, genetic information, language, military/veteran status, national origin, pregnancy, race, religion, sex, sexual orientation, socio-economic status.

