

## RICHLAND COUNTY JOB POSTING

<b>Posting Date</b>	Original Posting Date - 7-27-2023 - Revised 09-29-23
<b>Position</b>	Eligibility Referral Specialist 2/Employment Services Counselor
<b>Department</b>	Job & Family Services
<b>Application Deadline</b>	Continuous – Until Position is Filled

### **Position Description:**

Richland County Job & Family Services seeks full-time Eligibility Referral Specialist 2 positions. Positions are available in public assistance and employment and training.

In a Call Center environment, responsibilities include obtaining client information by answering telephone calls; interviewing clients; verifying information to determine eligibility for public assistance programs and/or employment and training programs; and maintaining communication with clients to determine continued eligibility. Must be able to use multiple computer systems while using a headset.

### **Minimum Requirements:**

- 6 courses or 6 months of experience in budgeting;
- 3 courses or 3 months of experience in public relations;
- 3 courses or 3 months of experience in office practices & procedures;
- 3 courses or 3 months of experience in interviewing;
- Or education, training and/or experience in an amount equal to the minimum qualifications stated above.

**Preferred Qualifications:** Associate or bachelor degree in a related field, excellent communication skills

**Benefits:** Ohio Public Employees Retirement System, Insurance

**Salary:** \$19.26 per hour or more dependent on degree

Employment applications (resume required to be attached) may be obtained from and submitted to:

**Richland County Commissioners**  
**50 Park Avenue East**  
**Mansfield, Ohio 44902**

Applications may also be obtained online at <http://www.richlandcountyoh.gov/jobs>

**Application Deadline:** Applications will be accepted until all positions are filled.

*All employees and applicants for employment will be recruited, hired, promoted, transferred, demoted, laid off, terminated, suspended, evaluated, or otherwise dealt with in a fair and equitable manner based solely upon merit, fitness and bona fide occupational qualifications as each individual might possess. No personnel decision shall be based upon race, color, religion, sex, national origin, age, handicap, disability, or other non-job-related criteria.*