



Franklin County
Department of Job & Family Services
1721 Northland Park Ave.
Columbus, Ohio 43229

J O B A N N O U N C E M E N T

POSITION TITLE: Case Manager (Bargaining) **PCN:** 103045, 103067
103082 and 103113

DEPARTMENT/LOCATION: Workforce Development/Northland **P. R.:** O10

REPORTS TO: Case Manager Supervisor

RESPONSIBILITIES: Process workforce development work activity penalties and sanctions according to county, state and federal work activity performance requirements; apply penalties and sanctions; make adjustments to cash payments as needed. Research case inquiries, case discrepancies or special reviews; review and deem good cause verifications as acceptable or unacceptable; conduct compliance reviews and process compliance agreement documents; prepare appeal summaries and attend scheduled hearings and reinstate benefits accordingly; act as agency representative at state hearings; Gather and document personal information, financial and employment information, verifications and other documentation; conduct interview over the phone; authorize or deny participation in and payments from public assistance programs and services. Work with other units, departments and providers to coordinate service delivery. Assist clients in obtaining, understanding and utilizing services; provide information and answer questions regarding public assistance and social service resources; advise clients regarding rights and responsibilities for participating in programs and services; make referrals and recommendations; identify service delivery problems or barriers and initiate problem resolution; conduct case conferences. Attend various workshops, meetings, trainings, conferences or seminars.

MINIMUM QUALIFICATIONS: An Associate’s degree in social work or human services supplemented by two (2) years experience in social work, case management or public assistance programs; or a Bachelor’s degree in any field; or any four (4) year combination of related training and experience.

STARTING SALARY: \$17.37 per hour plus a Comprehensive Benefits Package
180 day probationary period

DATE POSTED: Wednesday, July 27, 2016

DEADLINE TO APPLY FOR INTERNAL APPLICANTS ONLY: Tuesday, August 02, 2016

DEADLINE TO APPLY FOR EXTERNAL APPLICANTS: Tuesday, August 09, 2016

If interested, please go to <http://Commissioners.FranklinCountyOhio.gov/HR/> and apply on-line.