



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:** 103033, 103067

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 review and process compliance agreement document; 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 initiates 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. 180 day probationary period.
Plus a Comprehensive Benefits Package

DATE POSTED: Tuesday, December 15, 2015

DEADLINE TO APPLY FOR INTERNAL APPLICANTS: Monday, December 21, 2015

DEADLINE TO APPLY FOR EXTERNAL APPLICANTS: Tuesday, December 29, 2015

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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