



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:** IM Case Control Reviewer (Bargaining) **PCN:** 100698

**DEPARTMENT/Location:** Northland – Quality Support Services **P. R.:** O12

**REPORTS TO:** Quality Control Review Supervisor

**RESPONSIBILITIES:** Review and analyze errors found in case records in database and case files as identified by state agencies; audit data in case records and files against established local, state and federal eligibility guidelines for a variety of social service programs such as cash assistance, food stamps, Medicaid and other programs; determine accuracy of approval and payment of benefits. Conduct research to determine causes of errors, to correct errors or to avoid errors in approving eligibility for public assistance; research codes and eligibility guidelines for social service programs; contact third parties and customers for required verification and information to correct errors; calculate over/under payment for services; communicate corrective actions taken and/or needed to staff; provide verification to staff regarding eligibility guidelines. Make referrals and recommendations regarding corrective actions and/or changes in processes to avoid errors in the future.

**MINIMUM QUALIFICATIONS:** An Associate’s degree in social services or related field is required; supplemented by three (3) years of experience in social work, public assistance case management, or related field; or any equivalent combination of training and experience.

**STARTING SALARY:** \$20.34 per hour plus a Comprehensive Benefits Package  
180 day probationary period

**DATE POSTED:** Wednesday, August 10, 2016

**DEADLINE TO APPLY FOR INTERNAL APPLICANTS ONLY:** Tuesday, August 16, 2016

**DEADLINE TO APPLY FOR EXTERNAL APPLICANTS:** Tuesday, August 23, 2016

If interested, please go to <http://commissioners.franklincountyohio.gov/hr/> and apply on-line.