



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:** 108076, 108084  
108075

**DEPARTMENT/LOCATION:** E-Gateway/Northland Opportunity **P. R.:** O10

**REPORTS TO:** Case Manager Supervisor

**RESPONSIBILITIES:** Interview customers to assess potential employability. Develop a cooperative plan of action to achieve and maintain self-sufficiency. Act as an employment advocate in the development of an employability plan and provide linkage with prospective employers. Conduct interactive interviews to determine eligibility for various agency programs. Provide information regarding the laws and regulations governing assistance and service programs, customer rights and responsibilities. Make necessary case changes and determine continuing eligibility. Assist in making child care arrangements and authorize childcare placements and transportation services. Process affidavits for replacement of benefits, secure verification, make case and benefit adjustments. Prepare social summaries and medical packets. Investigate case discrepancies, food stamps, and medical services. Act as agency representative at state hearings and prepare an appeal summary. Determine if service plan was appropriate and/or effective for the individual. Monitor all job participation requirements and implement sanctions as needed. Investigate complaints and provide information. Attend and conduct case conferences in the evaluation of customer progress. Gather statistical information regarding activities on cases. Investigate service delivery problems and make recommendations for appropriate adjustments.

**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](http://www.franklincountyohio.gov/Commissioners/hr) and apply on-line.

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