



*Ashland
County
Department of Job
& Family Services*

*Director J. Peter
Stefaniuk*

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Ashland, OH 44805*

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www.ashlandjfs.org

*Ashland County JFS is
an equal opportunity
employer and does not
discriminate on the basis
of race, color, national
origin, sex, sexual
orientation, genetic
information, religion,
age, disability, or
military status in
employment or the
provision of services.*

FULL-TIME JOB OPPORTUNITY

Position: Eligibility Referral Specialist 2

Full time: \$18.30 - \$21.96

Division: Income Maintenance

Ashland County DJFS is seeking highly motivated, compassionate, and dedicated individuals to join our team.

Primary Duties (non-exclusive): Interviewing applicants and/or authorized representatives for initial eligibility and ongoing eligibility for all public assistance programs, computing budgets, verifying documents submitted to support public assistance requests, approving or denying application for public assistance, explaining to recipients their rights, procedures, programs, policies and available services, referring customers to other government or private agencies and ensuring compliance with state and federal program regulations.

Qualifications: (1) High School or equivalent (preferred) (2) Applicants must be able to calculate fractions, decimals and percentages, complete forms, prepare routine correspondence and have a working knowledge of computers, calculators, and other basic office equipment (3) A valid Ohio driver's license (4) All positions are subject to employment verification, criminal background check, fingerprinting, alcohol and drug screening, motor vehicle report check, SACWIS AP search, and approval by the Ashland County Commissioners.

WHY WORK FOR ACDJFS?

- **Health Care Benefits**
- **Flexible Scheduling**
- **Generous Leave** - personal leave available for immediate use; compensatory time; vacation time; sick leave incentive program allowing accrual of additional leave or pay every 90 days.
- **Longevity Pay Increases**
- **OPERS**
- **Positive and Supportive Environment**

How to Apply: Interested candidates should submit: (1) a cover letter (2) a resume (3) a list with three professional references (4) and a completed civil service application to Linda Allton via email: Linda.Allton@jfs.ohio.gov or by mail at: 15 West Fourth St., Ashland, Oh 44805.

Civil Service Application can be found at https://www.ashlandjfs.org/civil_service_application.pdf.