



*Ashland
County
Department of Job
& Family Services*

*Director J. Peter
Stefaniuk*

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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: Quality Control Reviewer

Full time: \$19.93 - \$23.92

Division: Income Maintenance Unit

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

Primary Duties (non-exclusive): Conducts in-house reviews of assigned cases to detect, correct and reduce errors in casework previously processed by assigned staff; coordinates & implements monthly monitoring; completes manual audits; investigates customer complaints and provides appropriate follow-up in coordination with unit supervisor; ensures staff has access to current laws and rules; assists staff with rule or law research as required; performs reviews of internal, state or federal performance indicators and staff-generated reports to ensure consistency and high-quality of reports; works with, and makes recommendations to, supervisors and senior management for development and maintenance of in-house case review and training programs, including development and monitoring of quality improvement plans and/or corrective action plans, in response to performance and in-house review findings. Provides statistical reports on error rates in assigned cases; assists in training of staff on all applicable rules and regulations including state & agency processes;

Qualifications: (1) One year experience performing casework duties in full performance-level class in same area as assigned cases to be reviewed; or (2) two years' experience performing casework duties in developmental level class in same area as assigned cases to be reviewed; or (3) completion of undergraduate major core casework in behavioral science; or (4) completion of two years of technical education in behavioral science; (5) A valid Ohio driver's license (6) 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.