

**AUGLAIZE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES**

12 N. Wood Street  
Wapakoneta, OH 45895  
Phone: 567-242-2700 \* Fax: 567-242-2735  
Julie A. Gossard, Director

Alicia R. Wireman, Business Administrator

Greta G. Arnett, Public Assistance Administrator

John D. Brunner, Child Support Administrator

Pamela S. Schwartz, Children Services Administrator

WEBSITE: WWW2.AUGLAIZECOUNTY.ORG

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**AUGLAIZE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES  
JOB OPPORTUNITY**

**Date Posted: July 11, 2024**

**Deadline: July 18, 2024**

**CLASSIFICATION:** Eligibility Referral Specialist II  
**PAY RANGE:** 15  
**POSITION NUMBER:** 21001.00  
**HOURS OF WORK:** 8:00AM TO 4:30PM  
**SUPERVISOR:** Quincy Coil

**SEND RESUME FOR OUTSIDE BID OR INTERNAL BID FORM TO:**

Alicia Wireman, [Alicia.Wireman2@jfs.ohio.gov](mailto:Alicia.Wireman2@jfs.ohio.gov)

**THIS POSITION IS:**

Permanent  Full-Time  Part-Time  Intermittent

**MINIMUM QUALIFICATIONS:**

Completion of secondary education or equivalent (high school diploma or GED); courses in behavioral or social science; six (6) months or more of related experience and/or training; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities to perform the essential functions of the position. Must be able to read, write, speak, and understand the English language.

Must possess a valid Ohio driver's license and maintain insurability under the County's vehicle insurance policy.

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**JOB DUTIES:**

Determines eligibility for Prevention, Retention and Contingency (PRC) program, Medicaid and Long Term Care. Conducts phone interviews and accesses the Ohio Benefits Worker Portal to perform case management to determine eligibility for assistance for Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP); processes changes that affect eligibility for assistance such as adding newborn children or deaths in the family. Makes referrals to CCMEP program.

Processes applications on a daily basis by completing new applications and reapplications for assistance and mailing out applications as needed; completes referrals for the Able-Bodied Adults Without Dependents (ABAWD) program; contacts clients to answer questions and provide updates to cases; scans all client paperwork using the electronic document management system (EDMS) and tracks all due dates of follow-up items; sends all needed paperwork to clients and updates all cases for increases or decreases of assistance; sends requests for verification for eligibility; closes and reopens cases as needed.

Prepares paperwork and appears on behalf of the agency at State hearings; investigates cases and makes referrals for fraud investigations; contacts employers to verify client employment and income; contacts Ohio Means Jobs for work assessments; contacts pharmacies and doctors to determine billings.

*Applicants needing accommodation for completing application or interview, please contact Alicia Wireman at 1-567-242-2700.*

*Auglaize County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or veteran status in the employment or the provision of services.*