

SANDUSKY COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES

Eligibility Worker 2 – Child Care

Benefits to joining our team:

- Starting Rate \$17.76 to \$18.53
- Full-Time Employment
- Impressive Benefit Package: Health, Vision, Dental, Life Insurance, Public Retirement
- 13 Paid Holidays
- Paid Personal Days - after six months.
- Employee Assistance and Wellness Programs
- Vacation - after one year
- Paid Sick Leave
- Flexible Schedule
- Leadership and Personal Growth Opportunities

Position Overview:

The case manager will have principal responsibility for the Child Care program which includes, but is not limited to, determination of client eligibility, processing invoices for payment, certification and inspection of homes, investigations regarding complaints and training. Will also have job duties of determining eligibility for various special programs including, but not limited to, Workforce Innovation and Opportunity Act Programs.

Minimum Qualifications:

The successful applicant will meet all minimum job requirements which include:

High School diploma required. Associate degree preferred in human services or related field preferred, but not required; or 2 years of related paid work experience.

A valid driver's license with acceptable driving record is required. The candidate may have to drive personal vehicle and must maintain required liability limits.

All applicants must submit completed county application to be considered for employment.

Resumes may be attached but will not be considered without application. Applications can be found at: <http://www.sandusky-county.com/index.php?page=links>.

How to apply:

- Fax County Application and/or cover letter/resume to 419-552-3221
Attn: Taylor Steinmetz
- Mail County Application and/or cover letter/resume to
2511 Countryside Drive, Fremont, OH 43420
Attn: Taylor Steinmetz
- E-mail County Application and/or cover letter/resume to
taylorann.steinmetz@jfs.ohio.gov

Sandusky County Department of Job and Family Services is an Equal Opportunity Employer