



**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:** 103131, 103132, 103133, 103134 and 103135

**DEPARTMENT/LOCATION:** Northland Opportunity Center Workforce Development Comprehensive Case Management Program (CCMEP) **P. R.:** O10

**REPORTS TO:** Case Manager Supervisor

**RESPONSIBILITIES:** Interview customers to assess needs and eligibility for a variety of public assistance programs and services. Develop a comprehensive and personalized plan of action with customers. Identify barriers to achieve goals, develop viable strategies to resolve barriers, identify and select services to address needs. Provide linkage with and referrals to prospective employers, internships, educational and training opportunities, community resources, legal entities, and other appropriate organizations. Establish time frames for meeting incremental and final program goals. Provide on-going case management and oversight. Analyze the appropriateness and effectiveness of case plan through collaboration with service providers and others. Make necessary case changes and determine continuing eligibility for programs and services. Act as agency representative at administrative hearings. Gather and report statistical information regarding activities conducted on customer cases for requested reports.

**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.

**PREFERRED QUALIFICATIONS:** Bachelor’s degree in Social Work, Human Services or related field, supplemented by two (2) years of experience conducting comprehensive bio/psycho/social assessments and utilizing a community case management approach to serving clients needs for employment and support services in a youth or young adult setting.

**STARTING SALARY:** \$17.37 per hour, Plus a Comprehensive Benefits Package  
180 day probationary period

**DATE POSTED:** Friday, June 3, 2016

**DEADLINE TO APPLY FOR INTERNAL APPLICANTS:** Thursday, June 9, 2016

**DEADLINE TO APPLY FOR EXTERNAL APPLICANTS:** Thursday, June 16, 2016

If interested, please go to [www.franklincountyohio.gov/Commissioners/hr](http://www.franklincountyohio.gov/Commissioners/hr) and apply on-line.