



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:** 107213, 107214 and 107229

DEPARTMENT/LOCATION: Medical Support Services/ West Center **P. R.:** O10

REPORTS TO: Case Manager Supervisor

RESPONSIBILITIES: Determine initial eligibility for Medicaid for persons in, or seeking admission to, nursing facilities. Conduct in-depth, in-person interviews with applicant or their primary information person to screen often-complex financial circumstances in relation to existing eligibility requirements. Communicate public assistance requirements, rights and responsibilities, and detailed instructions effectively, both verbally and in writing. Review and evaluate all forms of financial records. Represent agency at state hearings. Employ good public relations skills in determining what information is communicated and how it is relayed. Update internal database system to facilitate caseload management. Keep records to report daily, weekly and monthly performance on all activities. Learn basic bookkeeping and accounting practices, in relation to reviewing payment histories, and communicate with business professionals.

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.

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

DATE POSTED: Friday, February 19, 2016

DEADLINE TO APPLY FOR INTERNAL APPLICANTS: Thursday, February 25, 2016

DEADLINE TO APPLY FOR EXTERNAL APPLICANTS: Thursday, March 3, 2016

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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