



POSITION AVAILABLE:

Job Counselor – SNAP/TANF Eligibility

POSTING DATE: Tuesday, March 22, 2022
DEADLINE TO APPLY: Open until filled
DEPARTMENT: Job & Family Services
LOCATION: Ravenna, OH
WORKING HOURS: Monday – Friday, 8:00 a.m. – 4:30 p.m.
SALARY: \$17.78/hr.
FLSA STATUS: Classified, non-exempt

JOB OBJECTIVES:

Under the direct supervision of a JFS Supervisor, responsible for assessing, referring, assigning, and monitoring work participation for both the SNAP and TANF programs. Interview adults and dislocated workers to determine eligibility for the Workforce Innovation and Opportunity Act (WIOA) programs and Comprehensive Case Management and Employment Program (CCMEP) to identify barriers and develop employability and/or educational plans as necessary. Determine/re-determine eligibility and maintain programs/cases for those in need who are involved with work activities. May assist in PRC eligibility for services offered through the OhioMeansJobs division. Assist with identifying candidates for job orders, OJTs, ITAs and participate in participant recruitment activities. As the participant/candidates' barriers are identified, works with other JFS staff and community partners to support self-sufficiency.

MINIMUM QUALIFICATIONS:

Associate degree in Social Services, Human Development or Business-related field. Must possess a valid Ohio driver's license and maintain continuing eligibility under the existing County driver eligibility standards.

EXAMPLE OF DUTIES:

Conduct face-to-face and telephone interviews with individuals who are receiving Public Assistance benefits or WIOA Adult, Dislocated Workers and unemployed parents who are struggling to meet child support obligations to determine eligibility for programs and develop employability, self-sufficiency and/or educational plans. Evaluate applications/re-applications to determine initial and/or on-going eligibility for all types of Public Assistance programs. Explain policies, procedures, and information to clients in reference to those in receipt of Public Assistance benefits, WIOA, Job Readiness Workshops, Ohio Works Incentive Program (OWIP), CCMEP and work requirements for both Snap Employment and Training (SNAP E&T) and TANF. Process documents in accordance with guidelines to approve or deny applications, re-applications, process changes, benefit reductions, suspensions, and terminations. Enter and retrieve data in appropriate systems.

HOW TO APPLY:

- **THE COUNTY APPLICATION FORM IS REQUIRED** WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE:
<https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- APPLICATIONS CAN BE FAXED, EMAILED OR MAILED:

PORTAGE COUNTY HUMAN RESOURCES
449 S. MERIDIAN STREET, 7th Floor
RAVENNA, OHIO 44266

EMAIL: HRD@PORTAGECO.COM / FAX: 330-298-4225

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