



Protecting Children by Strengthening Families

**Franklin County Children Services  
POSITION DESCRIPTION**

**Classification Title:** Investigator 2

**Working Title:** Eligibility Specialist

**Division/Department:** Finance & Administration/Medicaid Eligibility

**Job Status:** Full-Time, 40 Hours

**FLSA Status:** Non-Exempt

**PCN:** 721124

**Pay Range:** 14

**Probationary Period:** 120 days

**Classification #:** 26212/C067

**Revision Date:** 10/2022

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**OBJECTIVE/PURPOSE**

Employee is under general supervision from the Eligibility Supervisor; maximizes the receipt of federal and state funding sources for both the Agency and clients of the Agency through processing of various prescribed application forms; funding sources may include as assigned (not inclusive): Title IV-E, Title IV-E Adoption Assistance, Medicaid, Social Security, Supplement Social Income, Medicaid (MOCP), Adoption Subsidies, COBRA and Child Support; serves as liaison between clients, Agency workers and Franklin County Human Services and other local/state agencies regarding information pertinent to the Agency caseload.

The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency and Well-being for the families served by the agency. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the Agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.

Given the nature of this classification's duties/responsibilities, it has been designated as non-exempt under the governing Fair Labor Standards Act regulations and, therefore, is entitled to formal overtime compensation and/or formal compensatory time.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

50% Processes client applications by analyzing data to determine Title IV-E program eligibility; researches, compiles and analyzes documentation and information required for the completion of various federal/ state applications; performs periodic reviews of program eligibility of clients as prescribed by the applicable funding source; research information may include (not inclusive): court documents, birth certificates, health and life insurance, assets and income.

30%

Maintains comprehensive client specific files with all information pertinent to the child/family situation; completes annual redeterminations, processes closed cases, verifies receipts of ADC/Medicaid for all children for whom the Agency maintains custody.

## **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

10% Serves as liaison to Franklin County Department of Human Services, Agency caseworkers, foster parents, adoptive parents, purchased placement providers, custodial placements, medical providers, state agencies and Juvenile Court in receiving and disseminating information concerning the Agency's caseload.

5% May support in the determination of availability of child support from families involved with the Agency, including contact with birth parents and the Juvenile Court. May act as an Agency representative for state hearings requested by adoptive parents; prepares appeal summary documentation, including all research documents supporting Agency decisions.

5% Performs other related duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

NO

## **QUALIFICATIONS**

**Minimum Qualifications:** Ability to calculate fractions, decimals and percentages and to read and write common vocabulary plus 1 course in principles of interviewing (or 1mo. exp.); 1 course in investigative methods, practices and procedures (or 3 mos. exp.); 1course in case preparation techniques (or 1 mo. exp.); 1course in effective oral communication (or 1 mo. exp.);1 course in technical writing (or1 mo. exp. writing detailed technical reports); or equivalent; valid driver's license.

**Preferred Qualifications:** Associate degree plus relevant work experience; 1 course in general computer or relevant experience.

**Certification or Licensure:** A valid Ohio Driver's License and automobile insurance that is in compliance with Franklin County Children Services policy is required for travel. Travel can occasionally include out of state travel which may require airline travel.

**AMERICAN WITH DISABILITIES SPECIFICATIONS**

**Physical Requirements:** Ability to operate standard office equipment in the performance of job functions (e.g. telephone, calculator, printer, computer, copying machine, automobile).

Ability to occasionally lift and move objects weighing 50 lbs.

Occasional pushing, pulling, kneeling, reaching, and standing.

**Work Environment:** Typical office environment

**Signature of Agency Representative:**

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**Charles Spinning**  
**Executive Director**

**Date**