

## **Investigator 2 (Eligibility Specialist)**

As part of the agency's Revenue Enhancement Department, the Investigator 2 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; researches information which may include (not inclusive): court documents, birth certificates, health and life insurance, assets and income.

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

They will also serve as a 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.

### **Advantages of Working at Franklin County Children Services:**

- Health care benefits - medical/dental/vision/RX/mental health/EAP
- Life insurance plans
- Ten paid holidays, five personal days and two weeks of vacation after your first year!
- We contribute 8.5% of your OPERS contribution
- Tuition reimbursement
- College loan repayment and Perkins Loan deferment/pay-off
- Longevity pay/length of service pay
- Opportunities for advancement!

### **Qualifications:**

- Associate's degree, plus relevant work experience preferred. Must also have the ability to calculate fractions, decimals and percentages, and to read and write common vocabulary.
- One course in principles of interviewing (or one month of experience), one course in investigative methods, practices and procedures (or three months of experience); one course in case preparation techniques (or one month of experience); one course in effective oral communication (or one month of experience); and one course in technical writing (or one month of experience writing detailed technical reports); or equivalent.
- All positions are subject to a criminal background, fingerprinting, employment verification, and motor vehicle report checks.

You can view a complete position description and get additional details about openings on our website at <http://childrenservices.franklincountyohio.gov/about/employment.cfm>