

POSITION DESCRIPTION
FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION: <i>Investigator 2</i>		DIVISION: <i>Finance & Administration</i>	DEPARTMENT: <i>Revenue Enhancement</i>
WORKING TITLE: <i>Eligibility Specialist</i>		PCN & CLASSIFICATION OF SUPERVISOR: <i>721211 Investigator 4</i>	JOB STATUS: <i>Full-time</i>
CLASSIFICATION NO.:		PCN: PAY RANGE: 14	REVISION DATE: <i>4/18</i>
EQUIPMENT USED: <i>telephone calculator printer fax machine computer copying machine automobile</i>			
MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED: <i>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.</i>			
PREFERRED: <i>Associate degree plus relevant work experience; 1 course in general computer or relevant experience.</i>			
PURPOSE: <i>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.</i>			
50%	JOB DUTIES: <i>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.</i>		
30%	<i>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.</i>		
10%	<i>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.</i>		

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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.*

List no. of positions and Class Titles of positions supervised

N/A

Signature of Agency Representative

Date