

### **Investigator 3 (Eligibility Coordinator)**

As part of the agency's Revenue Enhancement Department, the Investigator 3 applies for Social Security benefits for children in agency custody; manages pending Social Security applications; completes audits and reviews for existing applications; acts as a liaison between agency and the Social Security Administration; responds to correspondence and requests from the Social Security Administration; and maintains the department audit log of Social Security benefits.

This position 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; and researches information which may include (not inclusive): court documents, birth certificates, health and life insurance, assets and income.

They will also maintain comprehensive client specific files with all information pertinent to the child/family situation; and complete annual redeterminations, process closed cases, and verify receipts of ADC/Medicaid for all children for whom the Agency maintains custody. This position serves as a liaison to the 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 degree or equivalent of two years of coursework at an accredited educational institution and five years as an Investigator 2 or an equivalent position; general personal computer training or experience; and a demonstrated ability to train personnel in the determination of Title IV-E eligibility
- One course in criminal investigation or investigative methods, practices and procedures (or three months of experience); one course in case preparation techniques (or one month experience); one course in effective oral communication (or one month of experience); one course in principles of interviewing (or one month of experience); one course in technical writing (or one month of experience writing detailed technical reports); and one course in rules of evidence (or one month of experience); or equivalent plus six months of paid experience as a lower-level investigator for employing agency

- 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>