



# Wayne County CSEA

**Wayne County Child Support Agency (CSEA) is looking for self-motivated and results oriented people who are passionate about making a difference in the lives of children and their families.**

## **Enforcement Case Manager/Investigator I**

### **Benefits**

- Pay Range \$15.84 to \$19.80/hr.
- 11 Paid Holidays
- Flexible Schedule
- Impressive Benefit Package Including Health, Dental and Vision Insurance; Life Insurance; Public Employee Retirement Plan (OPERS)
- Employee Assistance and Wellness Programs
- Generous paid vacation and sick leave
- Employer pays an additional 14% of your hourly rate into OPERS retirement system
- Hybrid Remote Work possible after completion of probationary period

### **Proficiencies**

- Excellent Communication & Organization Skills
- Experience with Microsoft Office Suite
- Ability to Retain Information
- Ability to Analyze and Interpret Data
- Ability to Work Independently
- Preparing and Maintaining Accurate Documentation
- Establishing and Maintaining Working Relationships with Co-Workers and Community Partners
- Valid Ohio Driver's License
- Ability to successfully pass FBI & BCI criminal background check

### **Duties**

Manages family support cases in accordance with federal, state and local laws and procedures. Provides information and assistance to individuals, including customers, courts, employers, financial institutions, etc. Performs research to determine solutions in customers' cases. Processes appropriate documentation for family support cases and maintains appropriate documentation. Other duties as assigned. No "field work" included in this position.

### **Applicants**

Must be 18 years or older to apply. **Qualified applicants should submit an application, cover letter and resume to the Wayne County CSEA, attn Director Shayne Oehlhof, 428 W. Liberty Street, Suite 11, Wooster, Ohio 44691 or via email to [shayne.oehlhof1@jfs.ohio.gov](mailto:shayne.oehlhof1@jfs.ohio.gov).** Applications are available online at <https://www.wayneohio.org/employment-opportunities>.

**THE WAYNE COUNTY CSEA IS AN EQUAL OPPORTUNITY EMPLOYER**

**Date posted: November 15<sup>th</sup>, 2022**

The position is open until filled with priority consideration given to applications received by **Wednesday, November 30<sup>th</sup>, 2022**