



County Commissioners

Jonathan Hofstetter
Dave McMillen
Matt Martin

Director

Richard Owens

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356 W North Street
P.O. Box 76
Wooster, OH 44691



EMPLOYMENT OPPORTUNITY

A VACANCY EXISTS FOR AN

Eligibility Referral Supervisor 1

**IF YOU ARE INTERESTED IN THIS POSITION, PLEASE SUBMIT A RESUME
TO THE BUSINESS ADMINISTRATOR NO LATER THAN
4:30 p.m. on Monday, March 17, 2025.**

RATE OF PAY: \$ 26.54

DATE POSTED: February 25, 2025

**Duties and qualifications are described on the attached
Position Description and Essential Function Statement.**

Please submit Resume to:

WCDJFS, Attn: Business Administrator, P. O. Box 76, Wooster, OH 44691

OR hand deliver to WCDJFS, 356 W. North Street, Wooster, OH 44691

Wayne County is an Equal Opportunity Employer

POSITION DESCRIPTION	OHIO DEPT. OF ADMINISTRATIVE SERVICES PERSONNEL DIVISION	AGENCY: WAYNE COUNTY DEPT. OF JOB & FAMILY SERVICES UNIT: INCOME MAINTENANCE
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State Agency County Agency New Position Change COUNTY OF EMPLOYMENT: WAYNE

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
ELIGIBILITY/REFERRAL SUPERVISOR 1	42000.0 IM PROGRAM ADMINISTRATOR

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:30 a.m. to 4:30 p.m. (Monday through Friday)

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in order of importance	Minimum Acceptable Characteristics
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80	<p><u>Directly supervises Eligibility Referral Specialists and unit support workers; determines need for new staff; interviews applicants and makes recommendations for hiring of new employees; initiates actions for the termination of employees; trains new and current employees; reviews, approves or denies employee request for leave; assigns and reviews subordinates work; completes performance evaluations of subordinates' work; handles employee grievances; disciplines subordinates when necessary and monitors the processing of assigned public assistance cases. Provides coverage for other members of management in their absence. Disseminates information to subordinates or other staff.</u></p>	<p><u>Knowledge of federal, state and local laws, rules and regulations; supervisory practices; and program implementation. Knowledge of computer operations; office practices and procedures. Ability to interpret policies, supervise others, interview, train, define, analyze, and resolve problems; coordinate programs; make independent decisions and use computers. Develop corrective action plans.</u></p>
5	<p><u>Assists in developing and evaluating agency policies and procedures.</u></p>	<p><u>Convey technical knowledge, perform duties of employees supervised</u></p>
5	<p><u>Completes and forwards reports, forms and case files concerning the Eligibility/Referral unit. Writes correspondence and maintains files; compiles statistical reports and submits as required.</u></p>	<p><u>Knowledge of Administrative practices; advanced math principles; report writing principles. Ability to gather, collate and summarize data.</u></p>
5	<p><u>Attends State Hearings and County Conferences as needed.</u></p>	<p><u>Knowledge of state hearing procedures.</u></p>
5	<p><u>Represents the agency in the community and promotes public relations. Attends meetings, workshops, conferences and training as required. Other duties as assigned.</u></p>	<p><u>Ability to absorb, retain and transmit information.</u></p>
<p><u>The Incumbent in this position, in order to carry out the job duties, enters data into, and retrieves data from the statewide computer systems, using a keyboard and video display monitor.</u></p>		

<u>List Position Numbers and Class Titles of positions directly supervised.</u>	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
EEO CLASS 01 - CLASSIFIED		
<u>Eligibility/Referral Specialists 2</u>	<u>Richard Owens, Director</u>	08.13.2020



WAYNE COUNTY Job and Family Services

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ADDENDUM TO POSITION DESCRIPTION

Classification: ELIGIBILITY/REFERRAL SUPERVISOR 1

PCN: 22000.0

- A. The incumbent in this position, in order to carry out the job duties, enters and retrieves data from the statewide computer system; ascertains accuracy of turnaround information generated by the computer, and the consistency of that data with current public assistance policies, rules and regulations.**
- B.**
1. Must provide effective supervision of a unit of Eligibility/Referral Specialists, including training, assigning and reviewing work, evaluations, discipline, initial action in grievances, interviewing and recommending for hire, understanding, conveying and carrying out agency policies.
 2. Must learn, apply and adapt to changing Public Assistance and Food Stamp rules and regulations.
 3. Must be able to fill in for absent workers as required including preparing and participating in state hearings as required. *
 4. Must be able to write correspondence, keep accurate records and complete required reports.
 5. Attends meetings, workshops and conferences as required; disseminates information to unit workers or other staff as appropriate.
 6. Must be able to identify, define and analyze problems, and effectively communicate and cooperate with unit supervisors and other agency personnel to assist in evaluating and developing unit and agency policies and procedures for efficient and effective agency operation.
 7. Demonstrates regular, punctual and predictable attendance.
 8. Accomplishes duties in a timely manner.
 9. Performs other duties as assigned.
 10. Cooperates with the public and co-workers in a courteous manner.

*Face-to-face contact with clients may include some exposure to infectious/contagious diseases, blood and other body fluids or wastes. Clients may also be angry/uncooperative.

APPROVED:

Richard A. Owens, Director

Date