

JOB OPPORTUNITY
TUSCARAWAS COUNTY CHILD SUPPORT ENFORCEMENT AGENCY

CLASSIFICATION: CASE MANAGER

DEPARTMENT: CASE MANAGEMENT

PAY RANGE: \$12.50- \$12.75 Per Hour

POSITION: Full-Time

JOB LOCATION: 154 Second St NE New Philadelphia, OH 44663

HOURS OF WORK: Monday – Friday 8:00 am to 4:30 pm

APPLY: To be considered for this Job Opportunity, please complete employment application and send your application, and résumé to: TCCSEA, Attn: Human Resources, 154 Second St NE New Philadelphia, Ohio 44663; Fax: 330.364.4854; or via email at: Melissa.Uebel@jfs.ohio.gov

*As an Equal Opportunity Employer
We are committed to a diverse work force*

DATE POSTED: WEDNESDAY, OCTOBER 11, 2017

DEADLINE: WEDNESDAY, OCTOBER 17, 2017 4:30 PM

The Tuscarawas County Child Support Enforcement Agency (TCCSEA) is currently accepting applications for permanent, full-time CASE MANAGER. The mission of the TCCSEA is to promote the well-being of children and the self-sufficiency of families by delivering first-rate child support establishment, collection, and distribution services that help both parents meet the financial, medical, and emotional needs of their children.

This is a great opportunity to work for a progressive and innovative organization that cares about Ohio's children, and to work with individuals who value and care about their staff. TCCSEA provides an environment where creativity and productivity are encouraged and recognized.

JOB DESCRIPTION

Attached

The Case Manager hired for this position will be responsible for the Agency Paternity and Establishment case loads as well as the Early Intervention case load. This position will have daily face to face contact with clients and partners as well as being responsible for all duties and responsibilities set forth in the Position Description attached.

MINIMUM AND SPECIAL QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities.

Qualifying experience must include organizing and prioritizing work and in meeting deadlines; demonstrated ability to work cooperatively with staff and supervisor and to work independently; professional office etiquette; self-motivation; good judgment and attention to detail. Experience in customer service or other consistent interaction with the public; providing information about services and programs and solving customer

problems/complaints; and demonstrable ability to perform the essential functions of the position.

- Previous experience in a Family Services Agency (CSEA preferred);
- An Associate's Degree or Certification in Office Administration; Legal Assisting; Paralegal or other like areas plus customer service experience.

Job Applicants must pass a basic work processing/typing and mathematical test during the initial interviewing process.

