

WE'RE HIRING

MCJFS

JOIN OUR TEAM

Muskingum County Job & Family Services

Human Services ✦ Child Support ✦ Ohio Means Jobs

JOB POSITION

Eligibility/Referral Supervisor 1

Here are a few good reasons why YOU should join our team!

- Competitive Wages
- Vacation Leave
 - 3.1 hours per pay period = 2 weeks earned per year.
 - Vacation is available to use after completing 6 months of employment.
- Sick Leave
 - 4.6 hours per pay period = 15 days earned per year. Eligible on hire date.
- Personal Leave
 - 24 hours per year (pro-rated by date of hire). Eligible on hire date.
- 13+ Paid holidays per year
- Ohio Public Employees Retirement System:
Employer contributes 14% of wages
- Muskingum County provides a \$25,000 employer paid Group Term Life Insurance policy.
- Medical Insurance / Dental Insurance / Vision Insurance: Coverage becomes effective the first day of the month following 30 days of active employment.
- Don't have to work nights or weekends!

In addition to the benefits above, MCJFS also offers the following:

- Flex Time Policy
- Sick Leave Conversion
- Tuition Reimbursement
- Degree Bonus
- Deferred Compensation Plans

**Looking for more than just a job?
Begin your career with us.**

For more information, visit our website!
www.muskingumcountyjfs.com

Submit your resume to:
muskingum.hr@jfs.ohio.gov



HUMAN SERVICES • CHILD SUPPORT OHIO MEANS JOBS

Daniel B. Brenneman
Director

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Zanesville, OH 43702-0100

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(800) 242-0029

www.muskingumcountyjfs.com

POSITION OPPORTUNITY

CLASSIFICATION: **ELIGIBILITY/REFERRAL SUPERVISOR 1**
BASE SALARY: \$26.03 per hour
PAY RANGE: 32
DIVISION: Human Services
JOB LOCATION: 445 Woodlawn Avenue Zanesville, Ohio 43701
HOURS OF WORK: Flexible between 7:00 am to 5:00 pm; M thru F

EFFECTIVE: Immediately

Apply by: Mail: Human Resources Manager
Muskingum County Job and Family Services
445 Woodlawn Ave./P.O. Box 100
Zanesville, Ohio 43702-0100
or
E-mail: Muskingum.HR@jfs.ohio.gov

Date Posted: **April 6, 2026** Deadline to Apply: **April 10, 2026**

- Cover Letter & Resume are required.
- Insufficient documentation may disqualify candidate from applicant pool.
- Must be able to pass a drug test, physical and criminal background investigation.

Type of Position

<input checked="" type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Classified	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Part Time
<input type="checkbox"/> Bargaining Unit	<input type="checkbox"/> Unclassified	<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Intermittent

INTERNAL / EXTERNAL POSTING

Muskingum County Job & Family Services is an Equal Opportunity Employer.

“People dedicated to helping people.”

JOB DUTIES:

Supervises one (1) on-going IM/Customer Service/Child Care Unit. Schedules, assigns, & reviews work.

Reassigns work and develops plans for redistribution of work as necessary or in times of worker absence. Approves/Disapproves leave requests. Administers lower-level discipline. Recommends higher level discipline to higher level administration. Interviews in conjunction with Human Resources Manager potential new employees and make recommendations to higher level administration. Assists with the development, implementation, and enforcement of agency policies and procedures. Responds to inquiries from public regarding Public Assistance. Assist staff in dealing with irate and hostile clients. Reviews of case situations.

Make presentations concerning the department to outside agencies or groups. Conduct interviews and determines eligibility in the absence of regular staff and/or in peak periods. Compiles information and assists staff in preparing cases for State Hearings. Represents agency at County Conferences and State Hearings.

Attend meetings, conferences, workshops, and other training sessions as necessary. Completes RMS validations as an observer. Monitors and advise staff on RMS corrections and accuracy. Performs other duties and/or special projects as assigned.

MINIMUM QUALIFICATIONS:

- Degree preferred or equivalent experience, certificates, or related coursework; or Supervisor/Leadership experience
- Demonstrates a strong working knowledge of public assistance programs, including Medicaid, SNAP, and OWF.
- Valid driver's license and ability to travel as needed for community/employer engagements.
- Strong use of technology and able to adapt to the ever-changing evolution of technology.
- Strong written and verbal communication.
- Professional discretion and decision making.
- Able to establish and maintain positive working relationships with staff, community partners, and the public.
- Ability to work flexible hours as assigned.
- Ability to adapt and succeed in a changing work environment.
- Critical thinker that analyzes challenges and finds solutions quickly.
- Demonstrated ability to supervise others' work and projects.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.