



CHAMPAIGN COUNTY

DEPARTMENT OF JOB & FAMILY SERVICES

Stacy Cox, MSW
Director

NOTICE OF JOB OPPORTUNITY

Child Support Case Manager

The Champaign County Department of Job and Family Services is accepting resumes for the position of Case Manager in the Child Support Unit.

MINIMUM QUALIFICATIONS: Must have any combination of training and work experience, which indicates possession of the skills, knowledge, and abilities necessary to perform this job. An example of acceptable qualifications for this position may include experience or course work in child support enforcement techniques, knowledge of Microsoft Office Suite, strong math skills, deductive reasoning skills, good verbal, and written communication skills. Child support program experience, intergovernmental knowledge and college coursework preferred but not required.

PAY RANGE: \$36,275.20 to \$47,756.80 annually based on experience.

DUTIES: Primary duties of this position are Child Support Case Management/Customer Service. The person in this position will manage the cases on which a support order has been established. Processing includes verbal and written consumer communications, issuance of child support and medical support withholding orders, initiation of bank account withdrawals, reviewing cases with non-payment for potential legal action, and preparation of financial audits and legal documentation.

FRINGE BENEFITS INCLUDE:

- Flexible work hours offered, depending on agency needs
- Potential hybrid work schedule available after 90 days
- Medical, dental, vision, and life insurance available
- Employee, spouse, and family health insurance paid at 80%
- Employee paid dental, vision, and life insurance
- Employee assistance program provided to employees and their households
- Wellness program for employees and spouses enrolled in a medical insurance plan
- Paid sick leave if earned leave is available
- Paid vacation after 1 year of service or with 1 year of prior countable service
- Ohio Public Employees Retirement System (OPERS)
- Deferred compensation plans available

Qualified applicants should submit their cover letter and resume to:

Human Resources
champ_careers@jfs.ohio.gov
937-484-1500 ext. 2747

This position will remain open until filled

Champaign County is an Equal Opportunity Employer

Champaign County is committed to providing access and inclusion and reasonable accommodation in its services, activities, programs, and employment opportunities in accordance with the Americans with Disabilities Act (ADA) and other applicable laws. To request a reasonable accommodation due to a disability, please contact Human Resources at 937-484-1500 ext. 2747 (TTY Available).

1512 South US Highway 68, Suite N100
Urbana, Ohio 43078
ChampaignDJFS.org

Phone: 937-484-1500 or 1-800-837-4290
Fax: 937-484-1506
TTY Available