INTERMITTENT POSITION AVAILABLE

ELIGIBILITY SPECIALIST

The Clearwater Council of Governments is committed to collaborating with our partners to support people to live their best lives, one system, one community, and one person at a time.

The Clearwater COG membership consists of nine (9) County Boards of Developmental Disabilities. Currently, Clearwater COG includes the following counties: Crawford, Erie, Huron, Lucas, Marion, Morrow, Ottawa, Richland, and Seneca.

The Clearwater Council of Governments is seeking an Intermittent Eligibility Specialist to coordinate and complete eligibility determinations for individuals seeking developmental disabilities services. This position is needed in the Marion County area.

What You'll Do:

- Conduct OEDI/COEDI eligibility assessments.
- Review referrals and applications for developmental disabilities services.
- Explain the eligibility process and next steps to individuals and families.
- Track applications and ensure required timelines are met.
- Maintain accurate records and documentation.
- Work closely with county board staff and other agencies.
- Provide professional, responsive customer service.
- Adhere to COG policies and procedures.

What We're Looking For:

- Associate's degree required; Bachelor's degree preferred.
- Experience working with people with disabilities, families, providers, or other agencies is preferred.
- Ability to work independently and as part of a team.
- Strong organization and communication skills.
- Must obtain and maintain required SSA certification.
- Valid driver’s license and acceptable BCI/FBI background check required.

Schedule:

This is an intermittent position, with hours based on workload and operational needs. Evening or flexible hours may occasionally be needed. Frequent travel is required.

Interested in helping individuals and families navigate developmental disabilities services? We encourage you to apply!

Notes:

- Intermittent schedule with flexible hours
- Generally, between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday.
- Hybrid position with travel required as needed.
- $21 per hour
- Ohio Public Employees Retirement System (OPERS)

Contact

Candidates should submit a cover letter and resume to Karen Shaw, Fiscal/HR Assistant, via email at kshaw@clearwatercog.org