



# Southern Ohio Council

## A Council of Governments

167 West Main St  
PO Box 456  
Chillicothe, OH 45601  
Phone Number 740-775-5030  
Fax Number 740-775-5023  
[www.socog.org](http://www.socog.org)

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### **Requirements:**

High School Diploma required. Associates Degree and/or two years' experience in financial or related field preferred. Mathematical, budgeting, and computer skills required. Ability to read, reiew, and analyze written material. Excellent interpersonal/written communication skills. Multi-tasking, scheduling, and organizational skills required. Ability to work with individuals served, diverse families, service providers, and interdisciplinary teams. Knowledge of community and social services recourses helpful (i.e. Social Security, Medicaid, Medicare,). Must be eligible for bonding. Valid Ohio driver's license, reliable transportation, and insurance required. Upon offer of employment, screening that requires freedom from substance abuse and BCII Criminal Investigation background check required.

### **Duties:**

Provide payeeship services in accordance with established principles and practices, SOCOG policies and procedures, and applicable laws, rules, and regulations. These activities may include, but are not limited to:

- Develop, review, and analyze payeeship services to support stability of income for individuals and to help protect individuals from financial exploration and abuse.
- Apply computer applications for budgeting, data entry, check processing, bill paying, account reconciliation, report preparation and submission.
- Communicate with customers and stakeholders in various settings (individuals, families, county board staff, Social Security Administration, bank staff, etc.) via email, telephone, mail, presentations, etc.
- Travel to county boards, banks, social security offices, and as otherwise necessary.
- Assist as a liaison with the Social Security Administration, financial institutions, individuals, guardians, and county boards.
- Maintain the attitude, conduct, and moral behavior appropriate to a professional public servant.
- Understand and practice the professional code of ethics in keeping with the confidentiality of information and materials with which he/she may come into contact.
- Develop and maintain information and knowledge of local, state, and federal regulations regarding benefit management.
- Perform related duties as required.

**Supervisor:** Executive Director

**Hours of Work:** up to 40 hours per week

**Job Type:** Part-time