



Ross County Community Action Commission, Inc.

250 N. Woodbridge Avenue • Chillicothe, Ohio 45601

Telephone: (740) 702-7222 • Fax: (740) 702-7220

JOB POSTING

ROSS COUNTY COMMUNITY ACTION

CARES Client Services Representative

Job duties include, but are not limited to: assist clients with accessing community resources and services that assist with recovery; maintain proper participant records and provide follow-up on referrals; create eligibility and recovery plan documents including case notes in data management systems, assist with medical appointments, transportation, and community activities as necessary; other duties pertaining to the program

High school diploma required, Associates Degree preferred; Medical Billing; Medicaid billing preferred, at least 3 years' experience in social service or care coordination setting, Insurable under the Agency policy; Excellent communication and computer skills; Must be able to pass drug and criminal record screenings; Sensitive to the needs of people in recovery; Dependable

Apply on [indeed.com](https://www.indeed.com) or send resume to:

Ross County Community Action Commission

Attn: Human Resources; CARES Rep

250 N. Woodbridge Ave.

Chillicothe, OH 45601

Deadline: Wednesday, June 5, 2019 at 4:00 pm

EEO Employer