



*Ashland
County
Department of Job
& Family Services*

*Director J. Peter
Stefaniuk*

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Ashland, OH 44805*

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www.ashlandjfs.org

*Ashland County JFS is
an equal opportunity
employer and does not
discriminate on the basis
of race, color, national
origin, sex, sexual
orientation, genetic
information, religion,
age, disability, or
military status in
employment or the
provision of services.*

FULL-TIME JOB OPPORTUNITY

Position: Social Service Worker 1

Full time – \$20.36 - \$24.43

Division: Social Services

Ashland County DJFS is seeking highly motivated, compassionate, and dedicated individuals to join our team in serving the residents of Ashland County.

Primary Duties (non-exclusive): Receives and directs where appropriate incoming calls to the unit; Monitors the service delivery of county social service providers; Provides direct service to clients per caseworker/supervisor instruction; Assists clients with referrals and with obtaining emergency needs through community resources; Assists clients with obtaining information, completing forms, understanding programs and procedures; Provides supervision/childcare while parents are being interviewed; Creates flyers, brochures, etc. for marketing, recruitment or general information; Submits criminal records requests; Distributes foster care/adoption information; Delivers legal documentation to court and/or prosecutor's office; Completes forms and enrollments for foster children; Gathers information from other agencies or law enforcement as directed by Supervisor; Assist with monitoring visitation: Manage front desk.

Qualifications: (1) Associate's Degree in Social Work or related field (2) Minimum 1 year of work experience in child welfare (3) A valid Ohio driver's license (4) All positions are subject to employment verification, criminal background check, fingerprinting, alcohol and drug screening, motor vehicle report check, SACWIS AP search, and approval by the Ashland County Commissioners.

WHY WORK FOR ACDJFS?

- **Health Care Benefits**
- **Flexible Scheduling**
- **Generous Leave** - personal leave available for immediate use; compensatory time; vacation time; sick leave incentive program allowing accrual of additional leave or pay every 90 days.
- **Longevity Pay Increases**
- **OPERS**
- **Positive and Supportive Environment**

How to Apply: Interested candidates should submit: (1) a cover letter (2) a resume (3) a list with three professional references (4) and a completed civil service application to Linda Allton via email: Linda.Allton@jfs.ohio.gov or by mail at: 15 West Fourth St., Ashland, Oh 44805.