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**INTEROFFICE MEMORANDUM**

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**TO:** ALL EMPLOYEES  
**FROM:** EILEEN DRAY-BARDON  
**SUBJECT:** JOB POSTING FOR SOCIAL SERVICE WORKER 2, NON-SPECIFIC CASELOAD,  
CHILDREN SERVICES  
**DATE:** 12/27/2018

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The above-named position is posted as of this date.

Additional Information:

Pay Range:	28
Unit:	Children Services Intake
Immediate Supervisor:	Stacy Lenton
Workplace Location:	7989 Dickey Drive, Lisbon, Ohio 44432
Union:	USW
Normal Working Hours:	M-F 8:00 a.m. – 4:30 p.m.

Please submit your application and/or resume for consideration of this position to Columbiana County Job & Family Services.

**All Candidates:** Your attendance history will be reviewed prior to acceptance of your request. Attendance during the previous twelve-month period must be indicative of your reliability and a likelihood of adequate and satisfactory performance of the duties of the vacant position. Attendance is based on sick leave usage only (excluding FMLA qualified conditions).

**Minimum Qualifications:** for the position of SSW 2, Caseload are as follows:

Minimum Qualification for Social Service Worker 2, 30132

For Children Services Caseworker Positions

Must have one of the following:

1. A bachelor's degree in human services-related studies, or
  2. A bachelor's degree in any field and have been employed for at least two years in a human services occupation, or
  3. An associate's degree in human services-related studies, or
  4. Been employed for at least five years in a human services-related occupation,
- Continued next page...

For employment to continue, a person described in Option 2, 3, or 4 above **must obtain a job-related bachelor's degree not later than five years** after the date employment in this position with the agency commences.

NOTE: All liability and responsibility for determining "human services-related studies" or "human services-related occupations" rests with the employing agency.

Per Section 5153.122 of the Ohio Revised Code, each caseworker shall complete at least 102 hours of in-service training during the first year of the caseworker's continuous employment, consisting of courses in recognizing and preventing child abuse and neglect, assessing risks, interviewing persons, investigating cases, intervening, providing services to children and their families, and other topics relevant to child abuse and neglect. After the first year of continuous employment, each caseworker annually shall complete thirty-six hours of training in areas relevant to the caseworker's assigned duties.

In addition, applicant must have a valid driver's license.

Please submit all resumes to Jill Jurjavic, Human Resources Administrator, Columbiana County Department of Job & Family Services at [jill.jurjavic@jfs.ohio.gov](mailto:jill.jurjavic@jfs.ohio.gov)