CHAMPAIGN COUNTY DJFS

SOCIAL SERVICES WORKER I

CHAMPAIGN COUNTY DJFS (CCDJFS) IS SEEKING A DEDICATED AND MOTIVATED INDIVIDUAL FOR A SOCIAL SERVICES WORKER I POSITION

DESIRED SKILLS

Familiarity with electronic document systems/scanning
Experience with Microsoft Office, Word, Excel, etc.
Familiar with available community services/resources
Skilled at typing and organizing information
Able to multi-task
Team Oriented
Efficient
Patient

SALARY AND BENEFITS

STARTING PAY: $15.05/HOUR
BENEFITS:

OPERS
Modified work hours
Health Insurance Paid at 80%
Employee paid dental and vision
Deferred compensation plans available
Paid vacation (after one year of service)
Paid sick leave (once accrued and available)

EDUCATION/EXPERIENCE

Associates degree, 2 years technical training, or completion of undergraduate coursework in social science, early childhood development, or related field; or an equivalent combination of relevant education and experience

DUTIES

Primary duties include providing a wide range of support activities which include providing transportation, supervising and monitoring parent/child visits, completing relative search functions, sending correspondence to relatives, searching for out of home care providers for youth, attending meetings, and determining eligibility for programs within the social services department.

SUBMIT RESUME AND COVER LETTER TO:

Angela Robeson, Human Resources
1512 South US HWY 68, Suite N100
Urbana, Ohio 43078
937-484-1500
angela.robeson@jfs.ohio.gov

Anyone interested in this position should visit www.champaigndjfs.org and follow application packet instructions. Any offer of employment is subject to background investigation including, but is not limited to, prior or current employment, criminal background checks, fingerprinting, and Child Welfare history checks. The position will remain open until Friday, July 24, 2020.

CHAMPAIGN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER