

## **RICHLAND COUNTY CHILDREN SERVICES**

*Leading our community in assuring the safety, well-being and permanency of children at risk of abuse and neglect.*



**Job Posting:** OhioKAN KINSHIP and ADOPTION NAVIGATOR

**Posting Dates:** November 9, 2020 through November 20, 2020  
*Internal candidates please follow Agency procedure*

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**Availability:** Starting date to be determined by RCCS and successful candidate.

**Rate:** \$15.81

### **Primary Job Responsibilities:**

- This position provides support to kinship and adoptive families by linking families with community programs, services and resources. It assists families with accessing necessary support services to maintain a stable home environment for children in kinship and adoptive homes.

### **Minimum Qualifications:**

- Associate degree or equivalent experience required; bachelor's degree in social work, human services or related field preferred
- Available to work flexible hours to meet the needs of clients
- Valid Ohio driver's license with an acceptable driving record as defined by Agency policy and personal vehicle for daily job performance
- Must be able to physically operate a motor vehicle, function both in and out of the office, including occasionally lifting to 50 pounds

**Work Hours:** Monday – Friday 8:30 AM to 6:30 PM (Hours may rotate)

- Holidays, weekends, and on call as needed
- This position may be required to work beyond standard Agency office hours as necessary to meet the needs of Agency clients and to complete assigned duties.

**Location:** Richland County Children Services  
731 Scholl Road  
Mansfield, OH 44907

**PLEASE SUBMIT THE FOLLOWING VIA EMAIL to [RICHL\\_PCSA\\_HR@jfs.ohio.gov](mailto:RICHL_PCSA_HR@jfs.ohio.gov)**  
**or fax to HR Manager at: 419.774.4114**

- **Resume**
- **Letter of Interest**
- **Required Employment Application** found at:  
[www.richlandcountychildrenservices.org](http://www.richlandcountychildrenservices.org)

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