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## DEPENDABLE SUPPORT WORKER NEEDED

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**Employer:** Geauga County Job and Family Services  
**Location:** 12480 Ravenwood Drive; Chardon, OH 44024

**Job title:** Unit Support Worker 1  
**Position type:** Part Time, classified civil service  
**Compensation:** \$ 12.30-13.29 hourly based on qualifications and experience  
**Hours of work:** **Two positions:** Daytime and weekend hours  
Evening and weekend hours

**Summary:** Geauga County Job and Family Services is seeking an entry-level support professional to join our team. The primary purpose of the Unit Support Worker 1 position is to provide and/or arrange transportation services to clients, and/or perform general clerical duties for Social Services personnel. The Unit Support Worker 1 assists clients by providing basic services, such as transportation to and from appointments, supervised visits, court etc.

**Requirements:**

- › High School diploma or equivalent
- › Ability to type/keyboard for documentation
- › Valid driver's license, proof of insurance, and 4 years of driving experience with a good driving record
- › Ability to pass pre-employment drug screening and FBI/BCI&I background checks
- › Professional experience and demonstrated work with diverse populations preferred

**Benefits:**

- › Friendly work culture
- › Paid vacation, sick leave, and personal days
- › 10 paid holidays per calendar year

**How to apply:** Send cover letter, résumé, and [GCJFS Application for Employment](#) to one of the following:

*Email:* [jobs@geaugajfs.org](mailto:jobs@geaugajfs.org)

*Fax:* 440-286-6654

*Mail:* Geauga County JFS  
Attn: USW 1 Position  
P.O. Box 309  
Chardon, OH 44024