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## DEPENDABLE SOCIAL SERVICES WORKER NEEDED

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

**Job title:** Social Services Worker 1  
**Position type:** Full time, classified civil service  
**Base rate:** \$16.40/hour, commensurate with qualifications and experience  
**Compensation:**

- › Friendly work culture
- › Paid vacation, sick leave, and personal days
- › 10 paid holidays per calendar year
- › No-cost life insurance coverage
- › Excellent rates on medical, dental, and prescription coverage (or waiver option) available

**Hours of work:** 8:00 a.m.–4:30 p.m. Monday through Friday, some evening/weekend hours as needed.

**Summary:** Geauga County Job and Family Services is seeking an entry-level social services professional to join our team. Primarily, this position supervises visits between parents and their children who are in and out-of-home placement, and transports clients to and from appointments.

Other job duties include but are not limited to: interviewing callers and agency visitors to assess the appropriateness for a referral to CPS/APS; assisting case workers in delivering service plans; initiating contact and collaborating with community partners to meet families' needs; answering general inquiries regarding agency procedures and child welfare reporting; utilizing databases and other computer programs to document information; maintaining case records/files; and completing special projects as assigned to assist the Social Services division as a whole.

Strict adherence to deadlines is a must along with professional communication and writing skills. The successful candidate is resourceful, willing to work a flexible schedule, and comfortable in crisis intervention.

**Requirements:**

- › Bachelor's degree or higher in Social Work, Psychology, Sociology, or a closely related field
- › Valid driver's license, proof of insurance, and good driving record
- › Ability to pass pre-employment drug screening and FBI/BCI&I background checks

**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: SSW1 Position  
P.O. Box 309  
Chardon, OH 44024