Position: Case Aide  
OhioMeansJobs Post #273434598

Ashtabula County Department of Job & Family Services is Hiring a Case Aide

Under general supervision of the Income Maintenance Supervisor, or the Assistant Program Administrator, or the Training Supervisor, the Case Aide – Income Maintenance is responsible for performing general clerical duties for the Income Maintenance unit in order to assist with the efficient operations of the Agency (e.g., reviews intake applications and provides customer support, etc.).

$13.26 per hour Position is full time with benefits

Desired Skills:

Completion of secondary education or equivalent (high school diploma or GED); related experience and/or training preferred; or any equivalent combination of education, experience, and/or training which provides the required knowledge, skills, and abilities.

Ability to carry out instructions in written, oral, or picture form; deal with many variables and determine specific action; define problems, collect data, establish facts, and draw valid conclusions; read, copy, and record figures accurately; develop and maintain effective working relationships; interpret a variety of instructions in written, oral, picture, or schedule form; maintain accurate records; exercise independent judgment and discretion; communicate effectively; maintain confidentiality; resolve complaints from public; handle sensitive inquiries from and contacts with officials and general public; add, subtract, multiply, and divide; prepare correspondence; prepare accurate documentation; compile and prepare reports; travel to and gain access to work site; work in a fast-paced and stressful environment; maintain professional disposition in all work environments.

How to apply:

Interested applicants may submit resumes to:

Stephen J. McClure  
stephen.mcclure@jfs.ohio.gov  
Ashtabula Co. Dept. of Job & Family Services  
2924 Donahoe Drive  
Ashtabula, OH 44004

OPEN DATE 5/14/2024
CLOSE DATE 6/13/2024

If you need assistance or have any questions, feel free to contact: OhioMeansJobs-Ashtabula County, 2247 Lake Ave., Ashtabula, Ohio 44004. Phone: (440) 994-1234
Please complete the attached OMJ Employment Registration Form and return it to the OhioMeansJobs Center with the job title or job post number so we may assist you with your employment needs.
Thank you and best of luck
OhioMeansJobs Ashtabula County

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