## Accepting Resumes

### Position:

Social Service Worker  
OhioMeansJobs Post #273434401

### Job Description:

Ashtabula County Department of Job & Family Services is Hiring a Social Services Worker

Under general supervision of the Social Services Supervisor—Transit, the Social Services Worker—Transit is responsible for providing support to the Transportation unit by providing information, determining eligibility for Senior Levy, Title XX and Direction Home of Eastern Ohio (AAA) and inputting data for various programs in addition to performing other administrative office functions.

$13.26 per hour  
Position id full time with benefits

### Desired Skills:

Completion of secondary education or equivalent (high school diploma or GED); one (1) or more years of related experience and/or training; or any equivalent combination of education, experience, and/or training which provides the required knowledge, skills, and abilities.

Ability to carry out simple instructions; deal with many variables and determine specific action; define problems, collect data, establish facts, and draw valid conclusions; multi-task; prioritize work; detail oriented; 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; handle sensitive inquiries from and contacts with officials and general public; add, subtract, multiply, and divide; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; travel to and gain access to work site.

### 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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