**Position:** Employment Service Representative  
OhioMeansJobs Post #261631318

**Job Description:**
Ashtabula County Department of Job & Family Services is Hiring an Employment service Representative  
Under general supervision of the Eligibility Referral Supervisor-WD, the Employment Service Representative (CCMEP), Ohio Works First (OWF) is responsible for coordinating and assisting clients in their search of employment. Manages a caseload of OWF recipients and also in the CCMEP program ranging in age from 14-24 years old; completes monthly/quarterly follow up with clients; utilizes computer programs (OWCMS, OIES) to enter case information; creates assignments for program participants and tracks attendance; facilitates group sessions with SNAP recipients required to participate in work activities as a condition of eligibility; applies penalties to client benefits who fail to participate; administers TABE testing.  
$15.84 Per Hour Full Time with Benefits

**Desired Skills:**
Completion of secondary education or equivalent (high school diploma or GED); possession of an Associate’s degree from an accredited college or university preferred; six (6) months or more of related experience and/or training; or any equivalent combination of education, experience, and/or training which provides the required knowledge, skills, and abilities. Modern computer skills and computer applications, including but not limited to Microsoft Office; carry out instructions in written, oral, or picture form; deal with many variables and determine specific action; maintain confidentiality.

**How to apply:**
Interested applicants may submit resumes to:  
Stephen J. McClure  
stephen.mcclure@ifs.ohio.gov  
Ashtabula Co. Dept. of Job & Family Services  
2924 Donahoe Drive  
Ashtabula, OH 44004

**OPEN DATE** 8/24/2023  
**CLOSE DATE** Until Filled

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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