

RICHLAND COUNTY CHILDREN SERVICES



Job Posting: FULL-TIME FAMILY SUPPORT SPECIALIST

Date Posted: December 21, 2018 through January 11, 2019 or until filled
Internal candidates follow Agency process to apply

Position: FAMILY SUPPORT SPECIALIST

Available: As determined by the Agency and successful candidate

Wage: \$12.31

PRIMARY JOB RESPONSIBILITIES:

- Supervise visitations between parents/guardians, children and siblings
- Provide transportation to clients of the Agency to and from visitation, meetings and other Agency functions as required
- Maintain State and Agency confidentiality standards

MINIMUM QUALIFICATIONS:

- High school diploma
- Available to work flexible hours to meet the needs of clients
- Valid Ohio driver's license with an acceptable driving record as defined by Agency policy and personal vehicle for daily job performance
- Must be able to physically operate a motor vehicle, function both in and out of the office, including lifting up to 50 pounds

Work Hours: Monday – Friday 8:00 AM to 4:30 PM

- Holidays, weekends, and on call as needed
- This position may be required to work beyond standard Agency office hours as necessary to meet the needs of Agency clients and to complete assigned duties.

Location: Richland County Children Services
731 Scholl Road
Mansfield, OH 44907

PLEASE SUBMIT THE FOLLOWING VIA EMAIL OR FAX:

- 1. Letter of Interest***
- 2. Employment Application (Required for consideration; available on Agency Website)***
- 3. Resume to:***

*Christopher W. Zuercher, Human Resources Manager
Richland County Children Services
731 Scholl Road
Mansfield, Ohio 44907
www.richlandcountychildrenservices.org
Phone: 419-774-4100
Fax: 419-774-4103*

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