

# RICHLAND COUNTY CHILDREN SERVICES



**Job Posting:** FULL TIME SUPPORT 3 for PLACEMENT TEAM

**Date Posted:** Monday, July 9, 2018 through Tuesday, July 17, 2018  
Internal candidates follow Agency procedure

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**Position:** SUPPORT 3-PLACEMENT TEAM

**Available:** As determined by the Agency and successful candidate

**Wage:** \$12.31-\$16.69

## **PRIMARY JOB RESPONSIBILITIES:**

- Schedule and coordinate trainings for all Agency foster parents
- Maintain accurate foster parent training records
- Prepare and disseminate monthly foster parent newsletter
- Set up trainings, provide all hand-outs and be willing and able to work the evenings of training events
- Maintain State and Agency confidentiality standards

## **MINIMUM QUALIFICATIONS:**

- High school diploma
- Valid Ohio driver's license with an acceptable driving record as defined by Agency policy and personal vehicle for daily job performance
- Excellent written and verbal communication skills
- Notary Public
- Efficient with billing, SACWIS, Excel, data entry

**Work Hours:** Monday – Friday 8:00 AM to 4:30 PM, and evening hours to facilitate foster parent training

- Holidays, weekends, and on call as needed
- This position requires employee to work evenings

**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  
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Mansfield, Ohio 44907  
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