

RICHLAND COUNTY CHILDREN SERVICES

731 Scholl Road Mansfield, OH 44907

Leading our community in assuring the safety, well-being and permanency of children at risk of abuse and neglect.



Job Posting: SUPPORT 1 (FULL TIME POSITION)

Date Posted: Tuesday, October 3, 2023 through Tuesday, October 17, 2023

Internal candidates follow Agency procedure

Position: SUPPORT 1

Available: As determined by the Agency and successful candidate

Wage: \$15.51- \$21.19/hour

PRIMARY JOB RESPONSIBILITIES:

- Provide courteous service to agency personnel, clients, visitors, and members of the public
- Scanning confidential Agency documents
- Answering phones and managing the Agency switch board
- Maintain State and Agency confidentiality standards

MINIMUM QUALIFICATIONS:

- High school diploma
- Valid Ohio driver's license with an acceptable driving record
- Excellent written and verbal communication skills and computer proficiency

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

PLEASE SUBMIT THE FOLLOWING VIA EMAIL to RICHL_PCSA_HR@jfs.ohio.gov

or fax to HR Manager at: 419.774.4114

- **Resume**
- **Letter of Interest**
- **Required Employment Application** found at: www.richlandcountychildrenservices.org

RCCS is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services.