



## *Ashland County Department of Job & Family Services*

*Director J. Peter  
Stefaniuk*

*15 West Fourth St.  
Ashland, OH 44805*

*P: (419)282-5000  
Fax: (419)282-5011  
TDD: (419)282-5002*

*[www.ashlandjfs.org](http://www.ashlandjfs.org)*

*Ashland County JFS is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability, or military status in employment or the provision of services.*

## **FULL-TIME JOB OPPORTUNITY**

**Position:** Social Service Worker 2 (Intake – Adult Protective Services)

**Full time – \$23.83 - \$28.60 - based on experience (and longevity)**

**Division:** Child and Adult Protective Services

Ashland County DJFS is seeking highly motivated, compassionate, and dedicated individuals to join our team in ensuring child safety while promoting family growth and accountability.

**Primary Duties** (non-exclusive): Duties include receiving and investigating allegations of child or adult abuse or neglect; maintaining a caseload of abuse/neglect cases; preparing cases for judicial or administrative reviews; providing court testimony; preparing and maintaining forms and correspondence; meeting deadlines; and ensuring compliance with state and federal mandates for children and adult protective services.

**Qualifications:** (1) Bachelor's degree in social work or a related field (2) A valid Ohio driver's license (3) All positions are subject to employment verification, criminal background check, fingerprinting, alcohol and drug screening, motor vehicle report check, SACWIS AP search, and approval by the Ashland County Commissioners.

### **WHY WORK FOR ACDJFS?**

- **Health Care Benefits**
- **Flexible Scheduling**

**• Generous Leave** - personal leave available for immediate use; compensatory time; vacation time; sick leave incentive program allowing accrual of additional leave or pay every 90 days.

- **Longevity Pay Increases**
- **OPERS**

**• Positive and Supportive Environment**

**How to Apply:** Interested candidates should submit: (1) a cover letter (2) a resume (3) a list with three professional references (4) and a completed civil service application to Linda Allton via email: Linda.Allton@jfs.ohio.gov or by mail at: 15 West Fourth St., Ashland, Oh 44805.

Civil Service Application can be found at [https://www.ashlandjfs.org/civil\\_service\\_application.pdf](https://www.ashlandjfs.org/civil_service_application.pdf).