



*Ashland
County
Department of Job
& Family Services*

*Director J. Peter
Stefaniuk*

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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 Supervisor 1
Full time: Public Children Services Agency
Minimum Starting Wage: \$28.13 – increase based on experience (and longevity)
Division: Foster and Adoption Unit

Ashland County DJFS is seeking highly motivated, compassionate, and dedicated individuals to join our team.

Primary Duties (non-exclusive): This position plans, develops, and implements agency and state policies, procedures, and programs while overseeing assigned social service operations and recommending improvements. The role prepares key documents and reports and provides direct supervision to Social Service Workers and other professional staff, including training, assigning work, evaluating performance, and managing leave, discipline, and grievances. Responsibilities include monitoring adult and child protective cases, foster care and adoption processes, daycare licensing, and IV-E program activities. The supervisor participates in on-call rotation, assists with home visits and case plans, and reviews and supports SACWIS documentation and training. The position also serves as backup to other supervisors, may carry cases as needed, and supports quality assurance efforts. Additional duties include overseeing specialized programs such as IV-E reimbursement, Adoption Assistance, PASSS, PRC, and ESSA; updating the foster parent manual; preparing corrective action plans; and maintaining strong relationships with community partners and grant programs.

Qualifications: Two years of experience as a Social Service Worker 2 or equivalent; OR relevant college major/technical training plus one year of related experience; OR a combination of related coursework and experience (psychology, sociology, counseling, interviewing, domestic violence, courtroom procedures), plus one year in a role similar to Social Service Worker 2.

- Equivalent education, training, or experience may be considered.
- Valid Ohio driver's license required.
- Employment is contingent upon verification checks, background check, fingerprinting, drug/alcohol 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