



*Ashland
County
Department of Job
& Family Services*

*Director J. Peter
Stefaniuk*

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Ashland, OH 44805*

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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: Case Manager

Full time – \$15.09

Division: Child Support

Ashland County DJFS is seeking a highly motivated, compassionate, and dedicated individual to join our team in serving the residents of Ashland county.

Primary Duties (non-exclusive): Duties include: assisting clients with all aspects of child support/medical support cases in accordance with federal, state, and local law; processes appropriate documentation for child support cases; maintains data in local and state databases; maintains files; monitors and contributes to continuous improvement of outcomes within the child support program; prepares cases for legal action; testifies in court as necessary; works cooperatively with other agency staff and providers; keeps abreast of changes in the child support program, laws, policies and procedures; attends meetings and trainings as directed.

Qualifications: Completion of two years of technical training or relevant social sciences undergraduate major coursework or two years of experience in performing child support functions or six months experience in interviewing techniques, one course or six months experience in business math, one course or six months experience in techniques of writing, and one course or six months experience in typing, keyboarding, or word processing or education, training, and/or experience equal to the minimum qualifications above. All positions are subject to employment verification, criminal background check, fingerprinting, alcohol and drug screening, motor vehicle report check, and approval by the Ashland County Commissioners.

WHY WORK FOR ACDJFS?

- **Health Care Benefits**
- **Flexible Scheduling**
- **Educational Incentives**
- **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 Sarah Steele via email: Sarah.Steele@jfs.ohio.gov or by mail at: 15 West Fourth St., Ashland, Oh 44805