

PART-TIME CASE AIDE – SPECIALIZED POSITION

This is a grant funded specialized position assigned to providing transportation and supervising visits for clients of the Wayne County Drug Court. The grant runs through January 31, 2018.

This is a great opportunity for college students or full-time moms/dads wanting to return to work part-time.

Case Aides are part of our Operational Support Services Unit, and are responsible for facilitating visits between children and families. This position will specialize in providing these services for clients of the Wayne County Drug Court. This includes transporting children and families to and from appointments and visits, supervising visits, modeling appropriate parenting behaviors, entering case notes into our computer system, and administering client drug screens.

Requirements for this position include:

- being available between 20 to 29½ hours per week, including some evening and weekend hours;
- a high school diploma or GED;
- good computer skills;
- ability to work with adults and children from different social/economic backgrounds;
- a positive attitude;
- willingness to contribute to, and be part of, a great team.

This job includes a large amount of driving. Applicants must have a valid Ohio driver's license, good driving record, car insurance, a safe reliable personal vehicle to use, and pass a background check, BMV check and drug/alcohol screening.

Health insurance is not offered for this position, but a variety of other benefits are, including: mileage reimbursement at the current IRS rate; paid vacation, sick leave, and personal time; Ohio Public Employees Retirement System; cell phone stipend; and partial car insurance reimbursement.

The starting salary for this position is \$9.52 per hour.

TO APPLY: Mail, fax or email a completed application & resume to: Lisa Cygan, HR Director, Wayne County Children Services, 2534 Burbank Rd., Wooster, OH 44691. Fax: 330-345-1282. Email: Lisa.Cygan@jfs.ohio.gov Deadline: 05/25/17. EOE

A completed application must accompany resumes.

Due to the volume of applications we receive, we are unable to take phone calls regarding this employment opportunity. Please be assured that your application and resume will be reviewed and we will contact you if we wish to set up an interview.

Thank you!