

## **CASE AIDE**

**Wayne County Children Services is looking for applicants who want to make a difference in the lives of children and families.**

We are interviewing for one full-time, and two part-time Case Aide positions. The part-time positions are a great opportunity for college students or stay at home 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 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:

- Part-Time: availability of 20 to 29½ hours per week, including some evening and weekend hours.
- Full-Time: 40 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.
- 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, acceptable driving record, car insurance, a safe reliable personal vehicle to use, and pass a background check, BMV check and drug/alcohol screening.

Scheduling for these positions is very flexible. Work hours vary from day to day.

Health insurance is not offered for the part-time positions, but is available for the full-time position. Other benefits include: 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](mailto:Lisa.Cygan@jfs.ohio.gov) Deadline: 1/22/18. 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!