



**Wayne County Children Services**  
**2534 Burbank Rd., Wooster, Ohio 44691**  
**[www.waynecsb.org](http://www.waynecsb.org)**

## **Assistant Social Services Director**

**Are you looking for the opportunity to lead and work with a team of dedicated professionals committed to doing meaningful work?**

### **Benefits to joining our team:**

- ◆ Salary Range \$31.20 - \$43.68
- ◆ Full-time employment
- ◆ Impressive benefit package:
  - ◇ Health, Vision, Dental, Life Insurance
- ◆ Public Retirement (OPERS)
- ◆ 11 Paid Holidays
- ◆ Employee Assistance & Wellness Program
- ◆ Vacation eligible as of hire date
- ◆ 15 Paid Sick Leave days per year
- ◆ Focus on Work/Life Balance

### **How To Apply:**

- ◆ Fax cover letter and resume to 330-345-1282
- ◆ Mail cover letter and resume to Lisa Cygan, HR Director, Wayne County Children Services, 2534 Burbank Rd., Wooster, OH 44691
- ◆ E-mail cover letter and resume to [Lisa.Cygan@jfs.ohio.gov](mailto:Lisa.Cygan@jfs.ohio.gov)
- ◆ AND...visit our website at [www.waynecsb.org](http://www.waynecsb.org) and complete our employment application

### **Position Overview:**

The right individual will be given the opportunity to help families in Wayne County by overseeing the day-to-day case related activities of the Social Service Department; supervising Intake and Ongoing supervisors; planning and coordinating training of all department personnel; and serving as the back-up to the Social Services Director.

### **Minimum Qualifications:**

Master's Degree in Social Work, with LISW-S preferred. Master's Degree in Public Administration or related field with Bachelor of Social Work or related field considered. Prior supervisory experience is required; minimum of eight years preferred. Experience in a variety of Public Children Services' Agency areas is preferred, including intake, ongoing, and placement. CORE Basic Training and CORE Supervisory Training provided by the State of Ohio must be completed by the end of the probationary period. Experience training and teaching adults is preferred. Strong interpersonal communication and team building skills are required, along with organizational skills and dedication to the mission of protecting children. An ability to work cooperatively with persons across disciplines, both within and outside the agency is necessary. The ability to be sensitive yet assertive is important for this position. Must have a valid Ohio driver's license with an acceptable driving record in accordance with the agency's driving record check policy. Must own, lease, or have immediate access to safe and reliable personal transportation to use for work related responsibilities when an agency vehicle is not available, including the transportation of children and/or adults. Must maintain minimum insurance, per agency policy, on said transportation.

**Wayne County Children Services is an Equal Opportunity Employer**

**Join Our Team!**