



**Ashland
County**

15 West 4th Street
Ashland, Ohio 44805
419-282-5052 – phone
419-282-5006 – fax

OhioMeansJobs.com

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Ashland – Holmes – Wayne

February 4, 2019

The City of Ashland has openings for full-time Account Clerks in the Income Tax Department (with the potential to float to Utility Billing or Finance as needed), Larry Paxton, Finance Director.

Applications and resumes will be accepted from January 28, 2019 until February 08, 2019 in the Human Resources Department (8:00am-4:00pm, Monday-Friday). Applicants will take the Civil Service Exam at the time of the application, or by appointment. What You'll Do: Perform general accounting, income tax, billing, and clerical functions in order to assist with the efficient operation of the office; assist in the collection of data utilized in GAAP conversion. Maintain records on software programs. Perform cash counts and maintain cash drawer. Prepare receipts, purchase orders, and checks. Review tax forms and returns. Prepare and maintain billing system. Maintain accounts receivable files. Process outstanding debt procedures through collection. Perform general clerical tasks (answer telephones, respond to inquiries, greet and assist the public, prepare mailings, bank deposits, etc.). Miscellaneous tasks as assigned. Compensation and Benefits: Wages: hourly pay is \$14.00; plus increases as negotiated by AFSCME. Eligible day one for insurances, there is no waiting period! Available insurances: -Health (80% of the monthly premium is paid for by The City!) -Dental -\$20K term Life policy with the option to purchase more -Voluntary FSA Paid Time off -10 paid holidays -Sick leave begins accruing immediately, plus The City accepts sick leave transfers from qualifying public employers -2 weeks of vacation prorated at 1 year anniversary, the 2 weeks every January 1 after; -2 personal days Participation in OPERS (Ohio Public Employees' Retirement System) (with The City contributing an additional 14% and employees contributing 10% of wages). Available 457 Plan (similar to a 401k, but for public sector employees). We're looking for someone who: Is "Dedicated to Service". Will main absolute confidentiality. Is proficient in personal computer operations, especially spreadsheet software, plus the operation of modern business office equipment and software. Has excellent interpersonal skills with the public and co-workers. Is able to work independently. Is able to collect, analyze and interpret data. Minimum Qualifications: Has an Associate's degree in Accounting, Business or related field, plus three years business office work experience, or equivalent combination of training and experience Has a valid OH driver license and is insurable for the City's vehicle insurance policy. How to Apply: Complete an application and return it to Human Resources (HR) before 4:00pm on February 08, 2019. Applications may be downloaded here or are available from HR. Resumes are not required, but they are recommended. A Civil Service Exam will be administered at the time of the application. Equal Opportunity Employer

Pentair is seeking individuals to fill production positions in our Foundry. Must be able to perform a series of operations and duties throughout the Casting Center. We offer competitive wages, benefits and 401(k). Please apply online at www.Pentair.com or e-mail Elizabeth.Hite@Pentair.com

St. Martin Management, LLC LPN for Assisted Living 1st and 2nd shift Availability Required Every Other Weekend Required \$15.00 - \$18.00 Hourly to Start Contact Number: 419-281-6721 Fax: 419-281-5733

St. Martin Management, LLC Dietary Assistant Experience Preferred 1st and 2nd Shift Availability Required Every Other Weekend Required \$10.00 - \$12.00 Hourly to Start Contact Number: 419-281-6721 Fax: 419-281-5733

Receptionist for busy dental office. Full time. Please reply to: wayneholmesdent@yahoo.com

Loudonville Dental Office looking for 3 day/week dental hygienist. This person should have an energetic personality and willingness to work well with others. The position will include paid CE, vacation and 401K. Knowledge of general dentistry procedures desired. Send resume to: 633 North Union St. Loudonville, OH 44842

The City of Ashland has openings for full-time Equipment Operators in Sanitation and Street, Jerry Mack, Director. Applications and resumes will be accepted from January 28, 2019 until February 08, 2019 in the Human Resources Department (8:00am-4:00pm, Monday-Friday). Applicants will take the Civil Service Exam at the time of the application, or by appointment.

What You'll Do: Operate light, medium and heavy equipment including but not limited to: backhoe, packer truck, dump truck, leaf vacuum, truck, mower, tractor, front-end loader, street sweeper, grader, bucket truck, paver, crack sealer, sewer vacuum truck, etc. Inspect equipment to ensure the safe operation and notify supervisor of needed maintenance and repairs; documents each inspection. Maintains a salt/plow route or sanitation route as assigned. Performs unskilled, semi-skilled, and skilled laborer tasks including but not limited to: collect trash, shovel and rake materials, rake and pick up leaves, break up concrete and asphalt, repair water lines, build forms and pour concrete, etc. Documents work including but not limited to: assignments, time spent, materials and resources used, etc.

Compensation and Benefits: Wages: hourly pay is \$15.00; plus annual increases as negotiated by AFSCME. Year-round work. Eligible day one for insurances, there is no waiting period! Available insurances: -Health (80% of the monthly premium is paid for by The City!) -Dental -\$20K term Life policy with the option to purchase more -Voluntary FSA Paid Time off. -10 paid holidays -Sick leave begins accruing immediately, plus The City accepts sick leave transfers from qualifying public employers -2 weeks of vacation prorated at 1 year anniversary, the 2 weeks every January 1 after; -2 personal days . Participation in OPERS (Ohio Public Employees' Retirement System) (with The City contributing an additional 14% and employees contributing 10% of wages). Available 457 Plan. We're looking for someone who: Is "Dedicated to Service" Has earned a high school diploma or a GED, plus 2 years' experience operating medium/heavy/complex equipment or equivalent education and experience. Has a valid Ohio CDL. Is eligible to drive City vehicles under our vehicle insurance policy. Likes to work to work as a team, but is able to work independently when needed. Will work in the various weather conditions found year-round in Ohio. Is available year-round, no seasonal furloughs! Is willing and able to learn and follow City policies and procedures. will always consider safety as the number one priority.

How to Apply: Complete an application and return it to Human Resources (HR) before 4:00pm on February 08, 2019. Applications may be downloaded here or are available from HR. Resumes are not required, but they are recommended A Civil Service Exam will be administered at the time of the application. Equal Opportunity Employer

The City of Ashland has openings for part-time (25 hours/week) Transit Drivers with Ashland Public Transit, Mark Burgess, Director.

Applications and resumes will be accepted from January 28, 2019 until February 08, 2019 in the Human Resources Department (8:00am-4:00pm, Monday-Friday). Applicants will take the Civil Service Exam at the time of the application, or by appointment. What You'll Do: Operate transit vehicles (mini-vans and 14 passenger buses equipped with ramps, etc.) to provide rides for customers in a safe and efficient manner. Inspect the assigned vehicle at the beginning of each shift and whenever there is a vehicle exchange to ensure the safety of the driver and passengers and to ensure the vehicles are clean and presentable; document inspection and report any needed maintenance or repairs; Provide excellent customer service; assist customers if needed (e.g. help with groceries or to step over the curb, etc.) Navigate to various locations to pick-up and drop-off customers within the geographical area in which Ashland Public Transit (APT) operates. Occasionally fill in for schedulers and dispatchers. Compensation and Benefits: Wages: hourly pay is \$12.00. Fixed schedule with some flexibility, but must have availability for some Saturdays. Available 457 Plan (similar to a 401k, but for public sector employees). We're looking for someone who: Is "Dedicated to Service". Has earned a high school diploma or a GED, plus 1 year experience in general maintenance/labor operating medium/heavy/complex equipment or equivalent education and experience. Has a valid Ohio driver license. Is eligible to drive City vehicles under our vehicle insurance policy. Has excellent people skills. Has basic cash handling skills. Has basic skills with computers and other standard office equipment. Is available year-round, no seasonal furloughs! Is willing and able to learn and follow City policies and procedures. Will always consider safety as the number one priority Other Considerations: APT operates Monday-Friday 6:00am-9:00pm, and Saturday from 8:00am-9:00pm Drivers may be required to report as early as 5:30am to complete pre-trip inspections and could stay later than 9:00pm in order to complete post-trip tasks. Extended hours require traditional and non-traditional shifts, to be determined by business needs. How to Apply: Complete an application and return it to Human Resources (HR) before 4:00pm on February 08, 2019. Applications may be downloaded here or are available from HR. Resumes are not required, but they are recommended. A Civil Service Exam will be administered at the time of the application. Equal Opportunity Employer

DEPUTY PROBATE CLERK 3 (PART-TIME)

The Wayne County Probate Court is seeking to fill an immediate opening for a part-time Deputy Probate Clerk 3. This position serves at the pleasure of the Judge and is under the supervision of the Chief Probate Clerk.

Duties: The Deputy Clerk maintains case files, receives pleadings and other documents, and assists the Judge and other clerks with all aspects of the business of the Court. The Deputy Clerk receives, disburses, and accurately accounts for public funds in the form of fines, court costs, and fees. The Deputy Clerk communicates with the public, attorneys, court staff, government agencies, litigants, and other stakeholders in person, by telephone, and by written communication. The Deputy Clerk must have a consistently positive attitude and helpful nature.

Education and Experience Requirements: High school diploma or equivalency. Paralegal degree or previous legal/clerk/secretarial experience given preference. Substantial computer skills are necessary in this role, especially an understanding of databases and spreadsheets. No licensure is required.

Physical and Sensory Requirements: With or without reasonable accommodation, the Deputy Clerk must be able to operate a computer, telephone, office machines, and must be able to move intermittently throughout the day.

Proficiencies: Applicant must be exceptionally detail oriented, able to work in a fast-paced environment, be a self-starter, proficient with multi-tasking and prioritization of tasks, capable of operating the Court's computerized database, and be able to prepare accurate documents. Proficiency in Microsoft Word, Excel, and Outlook/Exchange environment required. Applicant must have exemplary customer service skills, be punctual, have regular attendance, and maintain a good attitude. Previous docketing and electronic filing experience preferred, but not necessary. Familiarity with probate matters will be given priority.

Status: Part-time; salary commensurate with experience. Because the position is part-time, benefits do not include insurance opportunities, but benefits do include prorated leave accrual, flexible scheduling, and prorated retirement through OPERS. Part-time hours will be on an as-needed basis, not to exceed 29 hours per week.

Applications: Submit a resume in writing by regular U.S. Mail, with cover letter, which must be received on or before February 11, 2019, to the Wayne County Probate and Juvenile Court, Attn: Court Administrator, 107 W. Liberty Street, Wooster, Ohio 44691. You must complete a Wayne County Employment Application and submit it with your resume in order to be considered for the position of Deputy Clerk.

Wayne County Employment Application (required submission with all employment opportunities) may be found here: <http://www.wayneohio.org/employment-opportunities>. All positions in the Juvenile and Probate Court are at-will. Failure to submit all requested materials will result in non-consideration of the application. No telephone inquiries, please. Applicants will be notified if selected for an interview.

THE WAYNE COUNTY PROBATE AND JUVENILE COURT IS AN EQUAL OPPORTUNITY EMPLOYER

Date Posted: February 4, 2019; Application Deadline: February 11, 2019

PREMIER METALS *Now Hiring* Delivery Driver

Responsibilities: Deliver lumber and metal Load trucks Keep vehicles clean Help in other departments as needed
Requirements Must have a good attitude Must be willing to obtain a CDL Must be able to lift 100 lbs Clean Driving Record Must work well with others Benefits Competitive pay IRA match Paid Vacation Well maintained equipment Paid Holidays Bonus program Will train CDL training/test reimbursed Local Only / No logs LOUDONVILLE LOCATION 802 Wooster Rd 419.920.9090 joe@premiermetals.com

TROY-MILL CONCRETE is looking for a dependable Driver/ Worker for a concrete crew, yr. round salary. Call for more information, (330) 231-4534.

PART TIME WORK 2nd SHIFT Looking for a part-time job? The Daily Record is looking for part time workers to work the in the inserting department. This position pays \$10 per hour. This job involves stacking newspapers in a bundle off the printing press, this requires lifting and the ability to move at a fast pace. This shift is from 3 pm to 11 pm. Applications can be filled out at the Printing Facility at 1466 Enterprise Parkway, Monday-Friday 8-4 pm. Please no phone calls.

DAILY RECORD Carriers Needed If you would like to have your name put on our list of prospective carriers or drivers in your area, simply call the circulation department at 330-264-1125 ext 2257 or 1-800-686-3958, or stop by our office at 212 E. Liberty St., Wooster. Please refer to the individual route number when calling. There is no collecting of money from any of our customers on any of our delivery routes. CALL TODAY!!

MANAGER POSITION Area company is seeking a highly motivated manager to join our team. Successful candidate must have excellent presentation, writing, and proven organizational abilities to handle multiple tasks in a deadline oriented environment. Candidate needs a strong sales and revenue producing background. Planning, budgeting and familiarity with social media, traditional media, and online marketing strategies key. Candidate must have experience in managing a staff. Our industry-leading benefits package includes long-term disability, life insurance, health, dental and an eyewear plan, vacation, and a 401(k) plan. EOE. Send resume and apply to: DBROBERTSO@aol.com

FLEXIBLE HOURS If you are an RN/ LPN on a limited schedule, come check out ours! Avenue at Wooster offers flexible hours- 8s, 12s or even half shifts. We even have a 6p-10p shift that might work great for you! Stop in at Avenue at Wooster, 1700 East Smithville Western Road, Wooster to apply!

Ohio State Agricultural Technical Institute (ATI) Wooster, OH is accepting applications for the position of College Success Counselor. Selected candidate will provide academic counseling, retention coaching and intervention, helping students persist to a college degree; provide individual services to help students set and monitor academic and financial goals, increase financial literacy, learn to navigate college procedures and systems, improve self-efficacy, develop career materials and practices; assists with data collection, reporting and analysis; works with other student support staff, faculty and advisors to help students meet success. For requirements, complete job description and application instructions visit: <https://www.jobsatosu.com/> Job posting #446158. Deadline 02/17/2019. The Ohio State University is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sex orientation, gender identity, national origin, disability status, or protected veteran status. EEO/AA employer.

The Mental Health & Recovery Board of Wayne and Holmes County is seeking applicants for the full-time position of Program Coordinator. Applications may be sent to the MHRB at 1985 Eagle Pass, Wooster, OH 44691 or emailed to szarlengo@whmhrb.org. Bachelor's degree in a relevant field with current licensure and a minimum of 7 years of experience OR Master's degree in relevant field. Current licensure preferred. A full description of the position may be found on the Boards website: www.whmhrb.org/careers

Wastewater Operator (Full-Time)

Wayne County is currently accepting employment applications for the full-time position of Wastewater Operator. Wayne County operates 9 package plants. The successful applicant will report directly to the Treatment Plant Supervisor.

DESIRED QUALIFICATIONS:

- Wastewater License issued by the Ohio EPA preferred—or must be willing to obtain
- Class B CDL with tanker endorsement preferred—or must be willing to obtain
- Valid Driver's License, in addition to having a clean driving record
- Working knowledge of and experience with electrical systems, pump repair and computer controls a plus
- Sewer camera inspection experience desirable
- Knowledge of Wastewater Treatment Plant operations a plus
- Knowledge of basic electricity
- Knowledge of and able to use power and hand tools
- Able to lift 50 lbs.
- Able to work in environments that are hot, cold and noisy
- Able to walk, stand, stoop, lift, bend and reach
- Able to take written and verbal instruction
- Self-Starter

Qualified applicants must complete an employment application (downloadable from <http://www.wayneohio.org/employment-opportunities>) and submit along with your resume to: Wayne County Commissioners, 428 West Liberty Street, Wooster, Ohio 44691, Attn: Barb Chapin. Questions can be directed to 330-287-5409. Position will remain open until filled. Wayne County is an Equal Opportunity Employer

**OFFICE OF PROSECUTING ATTORNEY, CHILD SUPPORT ENFORCEMENT AGENCY, WAYNE COUNTY, OHIO
EMPLOYMENT OPPORTUNITY - FISCAL ASSISTANT**

The Wayne County Child Support Enforcement Agency is seeking to fill an opening for a Fiscal Assistant.

This position is full-time (40 hours per week). The starting pay for this position is \$13.75 and \$14.44 after successful completion of the probationary period. Wayne County benefits, including health insurance, life insurance, vacation and sick leave, are available. Duties: Prepares and processes fiscal documents, including pay-ins, daily business, purchase orders, invoices, requisitions, reimbursement requests, receipt and disbursement of funds and other related materials. Maintains inventory of supplies, materials and equipment. Determines accuracy and validity of data, including mathematical accuracy, compliance with child support program policies, quantities, prices, discounts and charges for all purchases and contracts. Reconciles, communicates and serves as a liaison to resolve discrepancies. Enters data vendor files and purchase orders. Edits and monitors data in spreadsheets and databases. Prepares various reports and logs for Fiscal Officer and/or Director. Performs a variety of related clerical and fiscal tasks to facilitate operational efficiency. Prepares documents for Fiscal Officer's review and signature. Produces personnel forms and documents, and processes various personnel transactions. Maintains personnel records, including maintaining time cards, calculating sick leave, vacation, and any other leave accrual/balances, and updating the table of organization. Processes appropriate documentation for child support cases and maintains appropriate documentation. Works directly with child support customers; maintains hold reports and cash bond accounts. Keeps abreast of changes in the child support program, laws, policies and procedures. Develops and maintains working relationships with associates, other governmental units and the public. Assists with coverage of other positions, when needed. Proficiencies: The successful candidate must possess superior organizational and multitasking skills and be highly proficient in computer operations, including Microsoft Office Suite. The successful candidate must possess knowledge of fiscal, personnel and child support practices and procedures, intermediate level mathematical principles, and court orders. The successful candidate must possess superior communication skills; the ability to work independently; extract information from various sources; present and explain relevant policies and procedures; retain and apply information from procedures; read, copy, comprehend, and record information and figures accurately; analyze and interpret data; and prepare and maintain accurate documentation. The successful candidate must be highly accountable, dependable, and exhibit integrity. Applications: Must be 18 years or older to apply. Submit an application to the Wayne County Child Support Enforcement Agency, attn Brynn Jackson, Director, 428 W. Liberty Street, Suite 11, Wooster, Ohio 44691 or via email at Brynn.Bunting-Jackson@jfs.ohio.gov or via fax at (330) 287-5623. Applications are available at the Commissioners' Office, 428 W. Liberty Street, Wooster, Ohio 44691 or via the internet at <http://www.wayneohio.org/employment-opportunities>. Applications must be submitted before close of business February 8, 2019.

THE WAYNE COUNTY CSEA IS AN EQUAL OPPORTUNITY EMPLOYER Date posted: January 25, 2019

Wayne County Clerk of Courts

The Clerk of Courts Office has a position opening for a Full Time Deputy Title Clerk.

DESCRIPTION OF POSITION: Public service and public relations are imperative in the Title Offices. Excellent people skills are a must. It is important to work well with other employees in an office environment. This position involves computer skills, and legal knowledge related to titling is considered helpful but not required. This is a 40 hour per week position, Monday thru Friday with a regularly scheduled rotation for Saturday mornings. Additional hours may be required as needed. This position will be located at the Wooster Auto Title Office however travel to the Orrville office may be required occasionally. Under the county pay classification, the position for Title Clerk I has a starting wage of \$11.84 per hour. Benefits include OPERS, health Insurance, vacation, holiday and sick pay. Interested candidates should submit applications to: Tim Neal, Clerk of Courts, 215 N. Grant St., Wooster, Ohio 44691.

"Wayne County is an equal opportunity employer".

Full-time position available for a cashier in a busy, growing company. Responsible for receiving and posting payments from patients and third-party payers for Bloomington Medical Services (BMS) practices. Cashiers maintain the patient follow-up system with cash and adjustment information. Must have a high school diploma or GED. Minimum experience requirement: previous cash posting, working knowledge of computers, billing, payment posting, and collections, ability to communicate, strong attention to detail, and one year experience with insurance remittance advices. Microsoft Excel experience strongly preferred. Great benefits. Email resume to mporr@wchosp.org; mail to Bloomington Medical Services LLC, Attn: Human Resources, 1761 Beall Avenue, Wooster, OH 44691; or fax to 330.263.8174. EOE A Bloomington Medical Services position. Bloomington Medical Services is an affiliate of Wooster Community Hospital.

Wayne County Care Center

STNA, Nursing Department, Hours: 6 a.m. - 2:30 p.m., 2 p.m. - 10:30 p.m., 10 p.m. - 6:30 a.m.

Days: 2-5 days a week depending on the shift

The Wayne County Care Center is accepting applications for the position of Full and Part Time STNAs for the County's 50 bed skilled/ intermediate nursing and 25 bed assisted living facility. The STNA will be responsible for the direct care of the residents of the Nursing Facility. This includes transporting, assisting with serving food as needed, bathing, changing, personal care, changing bed linens, recording resident measurements and vitals, and assisting with turning/ positioning, in order to make the resident more comfortable. The STNA is the primary contact with the residents and must be caring, patient, and able to communicate with those who may not be able to communicate for themselves. Please submit applications and refer questions to carecenter@wayneoh.org Applications may be obtained at the WCCC, 876 S. Geyers Chapel Rd, Wooster or downloaded from the website www.waynecountycarecenter.com STNA certification required. Wayne County is an Equal Opportunity Employer.

Wayne County Care Center

LPN / RN, Nursing Department, Hours: 2 p.m. – 10:30 p.m. or 10 p.m. -6:30 a.m., Days: PRN

The Wayne County Care Center is accepting applications for the positions of part-time LPNs for the County's 50 bed skilled/ intermediate nursing and 25 bed assisted living facility. PRN nurses will be responsible for providing the direct nursing care to the residents of the Nursing Facility and to provide guidance and assistance to the activities performed by nursing assistants and hospitality aides (this may include supervision of the shift.) Ensure that patient care is handled appropriately, including documentation and procedures, follow care plans, and that communication with other staff members pertaining to residents is provided in order to provide the best experience for the resident. Must participate in facility inspections as needed and perform administrative duties. Please submit applications and refer questions to carecenter@wayneoh.org Applications may be obtained at the WCCC, 876 S. Geyers Chapel Rd, Wooster or downloaded from the website www.waynecountycarecenter.com Experience in Long Term Care and PointClickCare is preferred. Wayne County is an Equal Opportunity Employer.

Wayne County Care Center

Maintenance Assistant, Maintenance Department, Hours: 11:00-7:30, Days: 5 days a week

The Wayne County Care Center is accepting applications for the position of Full-Time Maintenance Assistant for the County's 50 bed skilled/ intermediate nursing and 25 bed assisted living facility. The Maintenance Assistant perform routine maintenance and repair on the facility and equipment to include plumbing, plastering, electrical, carpentry, mechanical, with minor repair projects, outdoor gardening care, snow removal, cleaning duties as necessary, and follow the maintenance schedule. The MA must be capable of following directions in order to keep the facility in good repair, ensuring a safe, clean and orderly environment. The MA must interact with residents in a welcoming manner, and be physically capable of performing the duties. Please submit applications and refer questions to carecenter@wayneoh.org Applications may be obtained at the WCCC, 876 S. Geyers Chapel Rd, Wooster or downloaded from the website www.waynecountycarecenter.com Wayne County is an Equal Opportunity Employer.

Wayne County Justice Center, Communications Division, 201 W. North St., Wooster, Ohio 44691

P: (330)287-5700 F: (330)287-5707

Wayne County Communications is currently accepting applications for part-time dispatcher. The position of public safety dispatcher requires a person who is able to gather pertinent information quickly and accurately, and relay that information to others. The position demands performance of several tasks simultaneously in an organized manner despite interruptions. A successful candidate for this position will have the ability to remain calm and even-tempered, emotionally stable, dependable, and courteous during the many stressful events that may occur. A significant amount of a dispatcher's time is spent dealing with the public via telephone; therefore, a dispatcher must be willing and able to be co-operative and helpful to those who call. Wayne County Communications personnel are required to work all shifts, weekends, and holidays. Good hearing, speech, and computer keyboarding skills are also necessary. If you feel as though you can meet the demands of this profession, submit your application. Each qualified applicant will, at a later date, be interviewed, and then be required to submit to a polygraph examination, criminal and traffic record check, and employment background investigation.

CASEWORKER II – ONGOING POSITION

Wayne County Children Services is currently accepting applications for two full-time Caseworker II – Ongoing positions.

Qualifications: • Bachelor's Degree in Social Work or a related field required • LSW/LISW or eligibility for licensure by the State of Ohio preferred, but not required • Valid Ohio driver's license and acceptable driving record as defined by Agency policy • Flexibility in daily routines • Keyboard/computer literate • Position is on-call approximately two weeks per year. While on-call, employee must reside within a one (1) hour response time to all points in Wayne County. ** Job Responsibilities include, but are not limited to: Under direction provides direct services to families by completing risk assessments, providing counseling, making referrals and creating and monitoring case plans. • Case Management
o Visits with families in the home to perform risk assessments, make referrals, monitor case plans
o Ensure safety of children
o Meet with parents and foster parents
o Staffing with supervisor and other agency personnel regarding cases
o With attorney, prepare cases for court, attend hearings, and provide testimony
o Prioritize calls and determine timelines
o Check SACWIS and other sources for family information
o After hours on-call in rotation with other caseworkers**
o Transport clients to and from appointments • Administrative
o Case dictation and SACWIS documentation
o Complete forms and internal documents
o Prepare for and participate in Semi-Annual Administrative Reviews and Family Team Meetings
o Time documentation
o Correspondence with clients, service providers, etc.
o Participate in training opportunities
Benefits include minimum hourly rate of \$16.85, depending on child welfare experience; LSW/LISW stipend; paid sick leave, vacation, personal time and holidays; OPERS; cell phone stipend; new fleet of cars to use for work related transportation; health, dental, prescription, optical and life insurance; on-call pay; flex hours. We are an equal opportunity employer. Application must accompany resume and may be downloaded from our website (www.waynecsb.org). Mail, fax or email completed application & resume to: Lisa Cygan, Human Resource Director, Wayne County Children Services, 2534 Burbank Rd., Wooster, OH 44691 Fax: 330-345-1282 Email: Lisa.Cygan@jfs.ohio.gov Applications will be accepted until positions are filled. NOTE: 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.

JOB POSTING

Date: January 28, 2019 Position: Human Resources Assistant Department: Human Resources

Rate of Pay: Commensurate with Experience Application Deadline: 4:00 p.m. Friday, February 15, 2019

Completed employment application required and may be submitted in person or by mail as long as they are received by the deadline. Incomplete or missing information may prevent an application from being processed. Employment applications may be obtained from and submitted to: Richland County Commissioners' Office, 50 Park Avenue East, Mansfield, Ohio 44902. Employment application and job description also available at: www.richlandcountyoh.us
All employees and applicants for employment will be recruited, hired, promoted, transferred, demoted, laid off, terminated, suspended, evaluated or otherwise dealt with in a fair and equitable manner based solely upon merit, fitness and such bonafide occupational qualifications as each individual might possess. No personnel decision shall be based upon race, color, religion, sex, national origin, age, handicap, disability or other non-job-related criteria.

We are looking to add another technician to our team! Qualifications: Recommend more than a year experience in the field, the more the better Must have own tools Clean driving record Willingness to work hard. Benefits: We offer hourly pay with opportunity for overtime. We work on all makes and models of cars and trucks including diesel. This requires someone who enjoys a challenge. Great opportunity for someone that wants to work with state of the art diagnostic and shop equipment! Send us your resume or stop in to fill out an application. Thanks and were looking forward to hearing from you! Sun Valley Auto Repair, 2450 Township Road 406, Sugarcreek, OH 44681 (330) 473-7292

POLICE OFFICER Full Time www.villageofseville.org

PREMIER CARRIAGE House Cottages is looking for a part-time housekeeper. Needed Monday through Saturday. Dependable, honest, responsible, own transportation required. Pick up application at: 6291 CR 203 Millersburg, Ohio 44654 Call (330) 674-4000 for directions.

PLUMBER WANTED: 5 years' experience, \$30/ hour plus benefits. (330) 624-0331

WINDOW & DOOR installer needed in a growing business, hourly pay, quarterly bonus, paid vacation, great work environment. Experience preferred, but willing to train the right person. Need to be reliable & have attention to detail. Call (330) 473-7487.

HIRING ROOFERS: great pay, great work environment, quarterly bonus, paid vacation, no stay away, need to be dependable & willing to work. Call (330) 473-7487.

TRIWAY BUILDERS is looking for a dependable driver/worker for construction crew, For more Info; please call, 330-464-7950

CEDAR LANE greenhouse HELP wanted. Work 3-6 days per week, March, April, & May. Planting, watering, shipping, & general plant care. Starting time 7 am to 8:30 am - 3:30 pm. Starting pay \$9.00 per hour + \$.50 per hour end of season bonus. Also, several part-time driving positions for April & May. Drive our 12-24 ft box trucks to our Ohio customers. Usually home by 5pm. CDL not required, but a good driving record is. Exc job for retirees. Apply in person M-F, 8-3, or by mail at Cedar Lane Farm Greenhouse, 5713 Back Orrville Road, (Eby Rd entrance) Wooster, OH 44691. We are a drug free workplace. No phone calls please.

Mt. Hope Elevator is seeking to fill a Full-Time Delivery Driver position. Interested Individuals can drop off their resumes at the office located at 8102 OH-241, Mt. Hope, OH, mail them in to P.O. Box 88, Mt. Hope, OH 44660 (Please indicate RESUME on front of envelope) or via email at mthopeelevator@gmail.com. A clean driving record is necessary! Fluency in Pennsylvania Dutch not a requirement but a plus, as well as previous delivery driver and customer service experience.

DRIVER WANTED: Weaver Concrete in western Holmes Co. is looking for someone who is dependable, has a good driving record, preferably has experience with pulling trailers. (330) 763-1881

HELP WANTED: Driver for interior trim crew. Dependable, Reliable, Experienced, Helpful. Ethical atmosphere. (330) 763-0937.

WANTED: F/T LOGGING crew. Call (330) 600-2540.

DRIVER NEEDED for morning & evening work route, must have a clean driving record, vehicle is provided, driver should be from Sugarcreek/ Baltic area. (330) 231-0530.

DRIVER NEEDED! Looking for P/T Driver for job estimates. Berlin/ Walnut Creek area. (330) 231-4498.

HELP WANTED on pole barn crew. Must have tool bag & a ride to Charm area. (330) 763-4747.

HOUSE CLEANING opportunity. 2 times a month, Mon. or Thurs. Nashville. Call (330) 378-5793.

Stitches USA, LLC. is looking for SEWERS. Full-time and part-time shifts available. M-F 6-2:30pm. No weekends. Apply in person from 6AM-2PM. 3149 ST RT 39, Upper Level, Door E, Walnut Creek. (330) 852-2534. Employment applications also available online at www.stitchesusa.com, please email completed applications to les.miller@stitchesusa.com

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