



**Ashland
County**

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

OhioMeansJobs.com

A Proud Partner of the American Job Center network

Ashland – Holmes – Wayne

May 14, 2018

Social Service Worker II - Part-time. Ashland County Job & Family Services has an opening for a part-time case worker in the Social Services Unit. This unit is responsible for Child and Adult Protective Services. Duties include, receiving and investigating allegations of child or adult abuse or neglect; maintaining a caseload of abuse/neglect cases; preparing cases for judicial or administrative reviews; providing court testimony; preparing and maintaining forms and correspondence; meeting deadlines; ensuring compliance with state and federal mandates for children and adult protective services. A bachelor's degree in Social Work or a related field is required. Applicants must have a valid driver's license with clear driving record, must be able to work a flexible schedule to meet the needs of children and families and be available, if necessary, to provide emergency services after hours in an on-call rotation with other social service workers. Minimum starting wage is \$16.08 per hour. Qualified applicants should mail resume with cover letter, a list of three professional references and completed civil service application to Ashland County JFS, Human Resources, Attn: Julie Shay, 15 W. 4th St., Ashland, OH 44805 no later than May 16, 2018.

RotoSolutions, Inc a plastic rotational molder located in Ashland, Ohio, is currently accepting applications for all positions. Join the Made in U.S.A. team. Experience in rotational molding a plus. We always appreciate people that have attention to detail, willing to learn and are dependable. Please fill out an application Tuesday thru Thursday 9 am to 4 pm at RotoSolutions, Inc, 1401 Jacobson Ave, Ashland.

IT Consultant – Practical Technology. Entry level Information Technology Consultant/Trainer/Business Analyst position with a local IT support company. Applicants must be willing to travel to customer sites and work patiently with users. We are looking for a fast learner who is both articulate and detailed oriented. Excellent written & verbal communication skills are a must. This position is only for individuals who have some Computer and IT knowledge-experience is a plus! Please send resumes to: info@practicaltek.com No Phone Calls or Walk In applications will be accepted.

MEDICAL BILLING AND CODING SPECIALIST – Foot & Ankle Center. Looking for a full-time billing and coding specialist for a well-established and growing practice in Wooster. Responsibilities include: Posting of daily charges and payments, billing insurance carriers and follow up, and accounts receivable support. We want an individual having exceptional people skills and is detailed oriented. Medical experience is a plus. Send your resume to: medbill2018@gmail.com

Wooster Community Hospital - Full Time (72 hrs/pay) position available for an Athletic Trainer. The Athletic Trainer has the specific knowledge and competency to prevent, recognize and assess Athletic injuries. An Athletic injury means any injury sustained by an individual that affects the individual's participation or performance in sports, games, recreation, exercise, or other activity that requires physical strength, agility, flexibility, speed, stamina, or range of motion. Applicants must have a College Degree in health related field including Exercise Physiology, Athletic Training, Sports Medicine or Exercise Science. Licensed in the State of Ohio through the Occupational Therapy, Physical Therapy and Athletic Trainers Board of Ohio and Certified through NATABOC. BLS

THATCHER ESTABLISHMENTS (Loudonville Rest Home) is currently hiring Patient Care Assistants (STNA not required) and meal prep/cook. Must pass a background check, employment physical and have/get First Aid and CPR. Please apply at 205 N. Water St., Loudonville, OH. Shifts vary. Must work some weekends.

Avenue Care & Rehab Center - STNA's Come Join the Excitement at Avenue At Wooster. New Facility and Competitive Wages. Applications are available 8am - 8pm. Located At 1700 E. Smithville Western Rd.

Pediatric Consultants is looking for a qualified LPN to join our team. Full time, 40 hours/week. Primary office is the Mansfield location. Daily responsibilities include; rooming patients, documenting in the EHR, performing minor procedures, administering immunizations, and communicating with patients. Apply only if you are a dedicated, responsible, friendly professional with a desire to serve the pediatric population and their families. Mail resume to 1522 Claremont Ave, Ashland, OH 44805 or submit via our website www.ohiopediatricians.com

SPEECH LANGUAGE PATHOLOGIST - (School age) Tri-County Educational Service Center. Send application, cover letter, resume, copies licensure/ certificate to Tracey Bender, TCESC, 741 Winkler Dr., Wooster, OH.

SCHOOL PSYCHOLOGIST (School age) Tri-County Educational Service Center. Send application, cover letter, resume, copies licensure/ certificate to Tracey Bender, TCESC, 741 Winkler Dr, Wooster, OH.

ADMINISTRATIVE SECRETARY - Wayne County Planning Dept, under the direction of the Wayne County Commissioners, is currently accepting applications for this job opening. For job duties, further information and to download the REQUIRED application, please visit <http://www.wayneohio.org/employment-opportunities> or visit the Wayne County Commissioners, 428 W. Liberty St, Wooster. Questions: (330) 287-5409. Applications due 5/16/18.

FAMILY DRUG COURT COORDINATOR (AKA FAMILY DEPENDENCY PROJECT DIRECTOR)
The Wayne County Probate and Juvenile Court is seeking to fill a part-time vacancy for a Family Drug Court Coordinator (aka Family Dependency Project Director). This position serves at the pleasure of the Judge. Please visit <http://www.wayneprobateandjuvenile.org/resources/employment-opportunities-0> for a job description. Status: Part-time. Applications: Submit a resume in writing by regular U.S. Mail or email with cover letter on or before June 1, 2018, to the Wayne County Juvenile Court, ATTN.: K. Gallagher, 107 W. Liberty Street, Wooster, Ohio 44691, or to kgallagher@waynecourts.org, along with a completed Wayne County Employment form, found at <http://www.wayneohio.org/employmentopportunities>. No telephone inquiries, please. THE WAYNE COUNTY PROBATE AND JUVENILE COURT IS AN EQUAL OPPORTUNITY EMPLOYER Date Posted: May 7, 2018 Filing Deadline: June 1, 2018

The Wayne County Planning Department, under the direction of the Wayne County Commissioners, is currently accepting employment applications for the full-time position of Planner. **REQUIREMENTS:** • Bachelor's degree in Planning, Geography, Public Policy or related field; • Written and verbal communication skills; • Proficient with Microsoft Office programs; • Ability to perform research, planning, evaluation and report-writing as directed on one or more assigned projects; • Ability to attend work-related meetings inside and outside of the office, as directed. **PREFERRED:** • Up to two years of experience in the field (Master's degree may serve as a substitute); • Experience with Community Development Block Grant / HUD programs; • Technical expertise in subdivision review; • Familiarity with conservation practices including, but not limited to, Conservation Easements, Agriculture Security Areas, Agricultural Easement Purchase Program (LAEPP); • GIS capabilities; • Familiarity with State and Federal grant programs a bonus. Applicants must complete a required employment application (downloadable from <http://www.wayneohio.org/employment-opportunities>) and submit along with your resume to Wayne County Commissioners, Attn: Barb Chapin, 428 West Liberty Street, Wooster, Ohio 44691. Questions can be directed to 330-287-5409. Deadline for submission is Wednesday, May 23, 2018. Wayne County is an Equal Opportunity Employer

PT Development/ Grant manager at small non profit. See job description and instructions at www.namiwaynehomes.org

WCSCC is looking to hire an Adult Ed Coordinator, Industrial & Customized Training. Knowledge of business and industry required; experience within manufacturing, with PLCs, CNC, and Robotics, preferred. FBI/BCI background check will be required, along with additional qualifications requested by the district. Please visit www.wcsc.org for full posting, job description, and to apply. We are an EOE employer.

WANTED: Experienced Electrician, Creston, Ohio, full or part time, Retirees Welcome! (330) 435-4634.

P/T EVENING CLEANING in Wooster. M-F & weekends available. Clean background required. Call 330/496-2099 leave message.

Service Master Clean - JANITORIAL COMPANY has day-time opening in Wooster, Tues. & Fri., 8 hrs./wk. at \$9.75/ hr. Call (330) 201-3663

Manufacturing Quality Engineer - Prentke Romich Company, an Employee Owned Company and global leader in the field of AAC headquartered in Wooster, OH is seeking qualified candidates for Manufacturing Quality Engineer. This position provides technical and continuous improvement (CI) leadership for the manufacturing departments. The QE maintains high visibility in the manufacturing area. Validates defective product and works with resources to improve product performance. Requirements include BSEE, Electronics Associate's Degree or Electronics Technician with formal quality assurance training equivalent to ASQ, COE, CQT, 6 Sigma Green or Black Belt. Three years in QA role in electro- mechanical production environment, experience with ISO, FDA or other quality systems, and proven experience initiating and implementing multiple continuous improvement projects. Qualified candidates apply at www.prentrom.com/careers. No phone calls, PLEASE! We are an equal opportunity/ affirmative action employer.

Community Action Wayne/Medina - CENTER AIDE To perform the duties of classroom & nutrition aide. Assist with clerical, custodial and general duties of the center/classroom as assigned also responsible for riding the Head Start bus assuring safe transport. Minimum qualifications include but not limited to: High school diploma or GED and successful completion of CDA coursework within 1 year of hire. Must be able to lift up to 50 pounds, have valid State of Ohio driver's license, be insurable, have own transportation. Must successfully pass pre-employment physical exam, drug & alcohol test, & criminal records check. Bilingual and the ability to read and speak Spanish proficiently is a plus. Minimum starting wage: \$9.30/hour. Apply online at: www.cawm.org EOE Drug Free Workplace. Please No Phone Calls

Community Action Wayne/Medina – Teacher To assist with the planning and implementation of learning experiences that advance the intellectual and physical development of children. Qualifications include but not limited to: Minimum of High School diploma or GED plus a Child Development Associate (CDA) credential, enrollment in a program leading to an Associate or Bachelor's Degree or enrollment in a CDA credential program within 60 days of hire (to be completed within one year of hire) with at least one year experience caring for children in a comprehensive setting, or equivalent combination of education and experience. Have a valid Ohio driver's license, own transportation, be insurable, own transportation, willing to travel and be sensitive to low income families. Must be able to lift up to 50 pounds while attending to the needs of children, pass physical, pre-employment drug screen and criminal records check. Bilingual and the ability to read and speak Spanish proficiently is a plus. Minimum Starting Wage: \$10.85/hr. Apply online at: www.cawm.org No Phone Calls Please. EOE. Drug Free Workplace

Community Action Wayne/Medina - Enrollment Specialist Achieve and maintain Head Start enrollment to funded levels at least every thirty days. Market the Head Start programs, assist in creation of marketing materials and establish and maintain marketing schedule and locations, make sure marketing data is up to date. Qualifications include but are not limited to: High School diploma or GED with minimum of three years experience in social work or related field; Minimum of Associates Degree in Social Service or related field is desirable and may be required in some programs, or equivalent combination of post secondary education and experience. Demonstrated understanding of basic principles of education when working with children ages 0-5. Must be able to lift up to 50 pounds, have valid driver's license, own insurance, own transportation, & be willing to travel (sometimes overnight). Must pass pre-employment physical exam, drug test and criminal records check. Minimum Starting Wage: \$13.30/hour. Please Apply Online: www.cawm.org No Phone Calls. EOE

Community Action Wayne/Medina - Family Service Specialist: Direct contact with families, an opportunity to make a positive impact in a supportive work environment where creativity and learning are encouraged. Qualifications include but not limited to: Associates Degree in Social Service Technology, social work, human services or a closely related degree with one year experience or equivalent combination of minimum education and experience. Successful applicants may be required to complete a family development credential program upon hire. Understand basic principles of education working with children 0-5. Knowledge of developmental needs of children. Demonstrated ability to work with low-income clients. Good written and oral communication skills. Demonstrated ability to build partnerships and motivate others toward positive change. Valid Ohio Driver's license, own car & insurance. Lift up to 50 #, pass physical, pre-employment drug screen & criminal background check. Minimum starting wage \$14.23/hr. Apply online: www.cawm.org An Equal Opportunity Employer. No Phone Calls Please

Community Action Wayne/Medina – Preschool Head Start Lead Teacher As a Preschool Head Start Lead Teacher you will sing, dance, create, explore, get messy, experiment, laugh and learn with children ages 3-5. Help them gain skills and confidence necessary to be prepared to succeed in present environment and with later responsibilities in school and life. Integrate all educational aspects of health, nutrition, and mental health components into program activities. Qualifications include: Minimum of a Bachelor degree in early childhood education, child development, or related field with 6 months experience working with children ages 0-5. A degree other than in ECE or child development requires six appropriate college courses. Must hold a valid State of Ohio driver's license, own transportation, and be insurable. Must be able to lift up to 50 pounds, pass physical, pre-employment drug screen and criminal records check. Bilingual and the ability to read and speak Spanish proficiently is a plus. Minimum Starting Wage: \$14.23/hr. Apply online at: www.cawm.org No Phone Calls Please. EOE. Drug Free Workplace

LIBRARY ASSISTANT. Part time positions available in the Shreve and West Salem branches of the Wayne County Public Library. For more information visit our website at www.wcpl.info

Wayne County Schools Career Center is looking to hire an Instructor, Culinary Arts. Required: A minimum of 5 years of full-time work experience, 3 of those years being the most recent. FBI/BCI background check will be required, along with any additional qualifications requested by the district. Please apply online at www.wcsc.org. Application deadline is 5/18/18. Job description available upon request. We are an EOE employer.

A Bloomington Medical Services position. Bloomington Medical Services is part of Wooster Community Hospital Health System. Current openings: LPN, Certified Medical Assistant, and Receptionist. We are growing. New Full-time and Part-time positions open in a multi-specialty practice. Minimum one year experience preferred. Excellent interpersonal skills, ability to multi-task, & EHR experience required. Great benefits. Email resume to mporr@wchosp.org; mail to Bloomington Medical Services LLC, 1761 Beall Avenue, Wooster, OH 44691; or fax to 330-263-8174. EOE

Vaughn Insurance – Receptionist/CSR assistance. Full Time Insurance customer service representative/receptionist. For Orrville insurance agency. Email resume to: insuranceagency18@gmail.com

Welder – Aluminum Ramps, West Salem. MIG ALUMINUM welding, \$14-20/ hr. (330) 347-8075, leave message.

PT Bookkeeper for apt. management office. QuickBooks & Quicken a must. 330-264-3854

FARM WORKER for planting, spraying, and harvesting. Wooster area. 330-264-3854

Reference Librarian - Wayne County Public Library. Full time with benefits. MLIS preferred. MLIS students considered. For more information see our web site at www.wcpl.info

LPNs/STNAs Come Make A Difference! The Wayne County Care Center is currently seeking qualified applicants for full and part-time positions for the following positions: LPN Charge Nurse (all shifts) and State Tested Nurse Aide (all shifts). The Wayne County Care Center has been serving the residents of Wayne County for over 160 years. We are both Medicare and Medicaid certified and believe in providing the best possible care to our residents. If you are ready to work in an environment where the residents come first, **we'd like to talk to you. Come join one of the highest rated skilled nursing facilities in Ohio!** These positions accrue vacation, sick, and public employee (OPERS) retirement benefits. Full job descriptions for these positions are available at the Care Center business office. Applications may be obtained at the Wayne County Care Center, 876 South Geyers Chapel Road, Wooster, Ohio, or may be downloaded from our web site by visiting www.waynecountycarecenter.com. Wayne County is an Equal Opportunity Employer.

PART-TIME PLANT OPERATOR – Quasar Energy Group. The Plant Operator is responsible for the daily operation and oversight of the anaerobic digesters. The Plant Operator is the key point of contact for all biomass deliveries and public tours and is therefore responsible for **maintaining quasar's reputation with customers and the community at all times.** Essential Responsibilities: Monitor the operation of anaerobic **digester plant's pumps, motors, and other equipment; read gauges, dials, and other instrumentation; maintain** and update accurate logs of plant operations. Interact regularly with delivery truck drivers and facilitate public tours as needed. Forward delivery manifests via email to Accounting Department for processing. Maintain logs of instrument readings, test results, and shift production; send production information to corporate office for review. Set or adjust machine controls to regulate conditions such as material flow, temperature, and pressure. Examine samples visually or by hand to verify qualities such as clarity, cleanliness, consistency, dryness, and texture. Collect various digester samples for laboratory tests; perform some laboratory analysis such as chlorine residuals, suspended solids, volatile solids, volatile acid, alkalinity, carbon dioxides, BOD, pH, and temperature. Perform control tests to determine if the plant is operating correctly and effectively; make necessary adjustments to maintain biological balances and flow requirements; adjust plant equipment to obtain maximum efficiency and results with the recommendations of supervisors (engineering and lab). Clean and inspect machines and equipment for hazards, operating efficiency, malfunctions, wear, and leaks. Perform oil changes on generator. Inspect plant equipment and facilities to locate needed repairs; perform general plant maintenance and routine repairs as needed. Prepare daily data sheet; compile reports; input data into computer system. Maintain all treatment facility buildings and grounds, keeping the site clean and organized at all times. Participate in snow removal as required. Monitor alarms and assist in corrective action. Participate in the training and supervision of other staff. Education, Experience, and Skills Required: **Associate's degree in** mechanical, engineering, or agricultural field is preferred. High school diploma or GED is required. Must be able to learn standard principles of biology, chemistry, and mathematics. Must have high mechanical aptitude and experience working with machines and reading gauges, dials, and indicators. Previous agricultural experience is preferred. Previous experience in fork lift operation is preferred. Must have experience working with computers and ability to operate a scanner and email. **Must have a valid driver's license.** Must be detail-oriented. Must be able to make decisions, solve problems, and calmly handle stressful situations. Requirements Work Conditions: This is a physical job, requiring significant stamina and mobility to work with and around motorized equipment. Must be able to lift, stand, sit, walk, bend, reach, grasp, climb, push/pull, and work at heights up to 40 feet and in confined spaces. May be required to move up to 80 pounds on occasion. Must have visual acuity, good hearing activity, and ability to communicate clearly and quickly in person and via telephone. Must be able to respond quickly to signals to avoid injury or equipment leaks. Required to work with a computer; must have vision to read printed materials and a VDT screen. Must be aware of and follow all safety procedures and OSHA requirements. Must wear company-provided uniforms and safety gear. May be exposed to waste water treatment sludge and/or effluent. Will be exposed to outdoor weather conditions during course of work activities, including heat, snow, and inclement weather. Physical ability to participate in training sessions, presentations, and meetings is required. Must be able to be on call in case of plant emergencies or incidents. Must be willing to work overtime, shift work, weekends, flexible hours, and holidays.

Machine Operator – Iforce

OMJ Job Number/Reference Code: 3633776

Desired Skills/Duties: Candidates will be operating different types of machinery in a manufacturing environment. Candidates will also need to be available to work overtime as needed

Cleaner – Iforce

OMJ Job Number/Reference Code: 3633781

Desired Skills/Duties: Candidates will be cleaning floors, ceilings and different types of machinery using a power washer. Candidates will also be assisting in wash tub room and cleaning as instructed.

CSR - Customer Service Representative – Arrowhead Engineered Products

OMJ Job Number/Reference Code: 3637262

Desired Skills/Duties: Summary: This position is responsible for managing incoming calls and customer service inquiries. Identifying and assessing customers' needs to achieve satisfaction. Duties and Responsibilities: Manage customer communications through building relationships. Keep informed of new and existing products, services and other general information of interest to customers. Collect and communicate to management any significant customer or industry information that might impact the operation. Solicit new product suggestions from customers and through observation of needs within the industry. Communicate opportunities to management. Manage customer relations by troubleshooting problems, answering questions and handling complaints. Attend and manage participation at trade shows as assigned. Promotes good housekeeping. Promotes customer good will. Promotes safety. Works together in a spirit of cooperation with management and coworkers. Works in other areas as directed by management as needed or requested. Responsible for overall company profitability. Arrives at work punctually and prepared to meet responsibilities. Maintains and protects operations by keeping information confidential. Manages multiple competing priorities in an effective and organized manner. Communicates effectively with others (internally and externally) to perform assigned job responsibilities. Responsible for using a clear, pleasant speaking voice when communicating with the customer. Enhances reputation by accepting ownership for and accomplishing new and different responsibilities, and by exploring opportunities to add value to job accomplishments. Answers Inside Sales telephones in order to: Receive and accurately process the customer's order. Procure parts for customers. Provide customer assistance. Responsible for researching and/or matching unknown parts per customer's request. Assists in developing and reviewing content for the J&N website and printed catalogs and advertisements as needed. Performs the duties and responsibilities of a Warehouse Associate as required, including but not limited to: Assists in the receiving process as directed including: stuffing boxes, packaging and labeling, and receiving product through Exacta. Assists with Stock Put Away and Batch Picks. Assists in the Shipping Department in order to make sure that all orders are shipped as soon as possible. Education and Qualifications: High school diploma or equivalent; college degree preferred. 2+ years of proven customer support experience or experience as a client service representative Competencies: Positive Attitude Customer Focus Quality Teamwork Communication Initiative Development & Learning Results Orientation Ethics & Integrity Use of Technology

Direct Support Specialist – Midwest Health Services

OMJ Job Number/Reference Code: 3636147

Desired Skills/Duties: Direct Care Staff Midwest Family of Companies Midwest Health Services Full-time, Part-time About Us The Midwest Mission for its Direct Care Staff is to provide person-centered, community-based supports to people with intellectual and developmental disabilities. Midwest strives to be more than a provider of services; we are committed to being a valued asset to our community. This commitment starts at the top with Joe and Kristine Knetzer, the owners that have worked to instill family values into their business since opening in 2000. A Great Opportunity No experience required means that you, as a Direct Care Staff (DCS) with Midwest, will be trained on the ins and outs of the job. To include: o CPR/First Aid o Medication Delegation o Homemaker Personal Care Skills Midwest's administrative team has years of experience and takes a step by step, day by day approach to new employee training. Growth from within. When Program Specialists or Program Coordinator positions become available, Midwest turns to its Direct Support Staff first. Rewarding. As a direct care staff, you'll be responsible for supporting men and women in their homes. Your assistance allows them to pursue their hopes and dreams, live safely and build meaningful relationships. You will add structure and support to their everyday lives. Your Responsibilities Will Include Providing services, supports and care as identified in each assigned person's Individual Service Plan. Assisting of individuals with activities of daily living ranging from occasional verbal reminders to total assistance with homemaker personal care tasks, such as; bathing, assistance with medications, cleaning, etc. Provide meaningful and goal oriented interaction with all individuals based off an individual's service plan. Provide formal and informal training and assistance with social interaction skills: talking, writing, leisure activities, treatment toward self and others, etc. Provide transportation for individuals to and from community outings/ activities and scheduled appointments as required. Provide supervision and support to individuals in community settings. Ensure a healthy, clean and safe living environment for individuals and other staff. Complete other duties as assigned. We Are Looking For Someone That High school diploma or general education degree (GED). Current Ohio Driver's License or State ID STNA or Homemaker Personal Care Experience (Not Required) What We Offer You Benefit package for all employees o Dental Insurance o Life Insurance o Sick Time o Holiday Pay o Job Specific Trainings and Continuous Learning Opportunities o Promotion Opportunities o Person centered atmosphere and an on call administrative team for support o Flexible schedules o 401K Additional Benefits for Full Time Employees o Vacation time o Health Insurance About us Midwest About Us www.midwesths.com under the Career tab Other Career opportunities Midwest Family Career Opportunities Other positions with similar duties include: State Tested Nursing Aide (STNA), Home Health Aid (HHA), Direct Support Professional (DSP), and Direct Care Professional