



**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**

**September 9, 2019**

#### **SOCIAL SERVICE WORKER 2**

**Ashland County DJFS is seeking highly motivated, compassionate, and dedicated individuals to join our team in ensuring child safety while promoting family growth and accountability.**

Primary Duties (non-exclusive): 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; and ensuring compliance with state and federal mandates for children and adult protective services.

Qualifications: (1) Bachelor's degree in social work or a related field (2) A valid Ohio driver's license (3) All positions are subject to employment verification, criminal background check, fingerprinting, alcohol and drug screening, motor vehicle report check, and approval by the Ashland County Commissioners.

WHY WORK FOR ACDJFS??? Health Care Benefits, Flexible Scheduling, Educational Incentives, Generous Leave - personal leave available for immediate use; compensatory time; vacation time; sick leave incentive program allowing accrual of additional leave or pay every 90 days. Longevity Pay Increases. OPERS. Positive and supportive environment.

How to Apply: Interested candidates should submit: (1) a cover letter (2) a resume (3) a list with three professional references (4) and a completed civil service application to Julie Shay via email: [Julie.Shay@jfs.ohio.gov](mailto:Julie.Shay@jfs.ohio.gov) or by mail at: 15 West Fourth St., Ashland, Oh 44805, no later than September 20, 2019.

#### **WAYNE COUNTY TREASURER'S OFFICE - Deputy Clerk II**

**NORMAL WORKING HOURS: Monday – Friday 8:00 a.m. – 4:30 p.m. RATE OF PAY: \$12.42**

MINIMUM REQUIREMENTS: Completion of secondary education supplemented by courses or postsecondary training in accounting/bookkeeping, business and computer operations, plus two (2) years responsible secretarial experience or equivalent; must be proficient in the use of Microsoft programs including Word and Excel; possess strong customer service skills.

JOB DUTIES: Cashier tax payments and pay-ins while providing substantial customer service; Process all escrow coupon payments and ACH files; Run daily reports for credit card payments and upload these payments to our database.

Estimate and prepare monthly payment plans for taxpayers to Escrow their taxes. Reconcile with the Auditor's Office and accurately record daily income and expenses for the county; Balance refund account. Track and monitor ACH transfers to ensure timely processing. Collect monthly Hotel-Motel Tax and record payments in Access; Run quarterly reports and complete settlement with the Auditor's Office; Provide YTD reports to the Visitor's Bureau. Maintain a correction list for adjusted tax bills and accurately document information in regards to adjusted bills.

Posting Period: August 23, 2019 – September 13, 2019. Contact Person: Melissa A Koch, Wayne County Treasurer, Wayne County Treasurer's Office, 428 West Liberty Street, Wooster, OH 44691. Phone: 330-287-5450

Wayne County, Ohio is an Equal Opportunity Employer. This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. \*Wayne County Employment Applications can be obtained at the Wayne County Treasurer's Office or online at <https://www.wayneohio.org/employment-opportunities>. Please mail or drop off the application along with your resume to the Treasurer's Office.

**Culinary Careers Management Aide (Part Time)**

Qualifications: high school graduate; strong organizational and communications skills; able to work with students, staff and the public; knowledge of restaurant procedures, sanitation and cashing procedures. Applicants should provide a letter of interest specifying the position desired and an up-to-date resume to: Rodney D. Cheyney, Superintendent, Ashland County-West Holmes Career Center, 1783 State Route 60, Ashland 44805

**Activity Assistant Winchester Terrace Rehabilitation Center is currently accepting applications for a full time Activity Assistant.** Job duties include; but are not limited to, supervising meals in the dining room, passing trays, passing ice, transporting resident to activities. The position is 12 hour shift per day from 8:00am to 8:00pm. Every other weekend and holidays. Competitive wages and benefits. May submit resume to [bwachtel@leveringmanagement.com](mailto:bwachtel@leveringmanagement.com) or apply online at [www.winchesterterrace.com](http://www.winchesterterrace.com)

**Americas Best Bowstrings INC Production Worker, First shift.**

I am seeking motivated applicants for positions in manufacturing at our facility. Competitive pay, incentive program and benefits including a great working environment and hours, paid holidays, paid vacation, retirement plan and healthcare plan. If interested, see us in person to complete and application or call Christine Davis at 330-893-7155

**WASTEWATER OPERATOR OR LABORER Wayne County Environmental Services, 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. Deadline is 9/18/19 or until position is filled.

**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!!

**MAILROOM The Daily Record is looking for part time workers in the Mailroom.**

This job involves inserting advertisements into newspapers & requires minor lifting & the ability to move at a fast pace. We are looking for 1st & 3rd shift workers & the pay is \$10.00 an hour up to 30 hrs./wk. Applications can be filled out at the Printing Facility, 1466 Enterprise Parkway, Monday-Friday 7am 3 pm. Please, no phone calls.

**NOW HIRING! The Battery House in Wooster is seeking part time help.** Could turn into full time for the right person.

This position involves automotive battery installation & sales. Basic mechanical & computer skills required. Must be able to work Saturday mornings. Starting pay determined by experience. Stop in to complete an application at 326 N. Hillcrest Dr., Wooster.

**CONCRETE CONSTRUCTION Wanted immediate employment:**

Looking for dependable, self-motivators for a concrete footer and wall crews. Experience a plus but not necessary. Competitive wages, starting pay based on experience. Benefits Package starts after 90 days includes- sick days, personal days, uniforms, health insurance, and many other voluntary benefits are offered. Call Precision Poured Walls 330-279-2211, email [samantha@precisionpouredwalls.com](mailto:samantha@precisionpouredwalls.com) or stop in and fill out an application at 8859 State Route 514, Shreve, Ohio 44676.

**Start your New Career with Sign on Bonus up to \$3,000 We are looking to expand our Perrysville, Ohio Team!**

We are looking for dependable candidates that are willing to work in a fast-paced environment. New Starting Rates! Roto Operators start at \$14.50 plus shift pay We offer great affordable benefits for you and your family. Offering 8 hour shifts Monday thru Friday or 12 hour shifts Monday thru Thursday with no weekends! New Flex Schedule. Great benefits High Heat pay! To apply: Go to [Step2.com/careers](http://Step2.com/careers) and apply to the Perrysville job openings. Or apply in person at 2 Step2 Drive, Perrysville, OH Monday through Friday, between 9:00 am and 4:00 pm. Equal Opportunity Employer

### **Office Manager**

Ohio's premier tourist destination is looking for an organized, motivated, self-starter for our full-time office manager position. Must have accounting experience and knowledge of QuickBooks. Must be able to manage multiple projects at once, including meeting and event planning, purchasing, daily accounting functions, payroll, project management. Holmes County resident preferred. Send resumes to Holmes County Chamber of Commerce, 6 W. Jackson St., Millersburg or [info@holmescountychamber.com](mailto:info@holmescountychamber.com)

**Dependable, hard workers needed for local food manufacturer.** Must be able to lift 40 lbs. and stand for long periods of time. Mon-Friday with occasional Saturday hours. Apply in person Bunker Hill Cheese, 6005 CR 77, Millersburg, OH

**FALL INTO A NEW JOB WITH MANCAN! Mark your calendars for our upcoming hiring events! Saturday 9/21/19: 10a-1p Wednesday 9/25/19: 8a-8p** 2 forms Govt ID required Already registered with us? Refer a friend and earn a bonus! 34 S Clay St, Millersburg, OH 44654 330-674-5627

### **OPERATIONS MANAGER**

Local manufacturing company in northern Holmes County is seeking an Operations Manager to manage multiple entities. Attention to detail, integrity, and grit are the only requirements. We hire attitude and teach skills. If you are looking for an "average" job, do not apply. (330) 249-1657

**LOCAL COMPANY seeking experienced Class A CDL drivers with clean driving record. Regional & local driver. Send resume to: reedh@rdexcavating.net or call (330) 624-0444.**

**LOOKING FOR general maintenance Truck Mechanic: oil changes, grease, tires, etc. Call (330) 317-1841**

**Looking for Class A CDL Driver. Pay based on experience. Must have clean driving record.**  
Miller Logging, Inc. (330) 466-5305

**LOOKING for Driver/ Worker for construction crew. Paid holidays, paid vacations. Bonus plan.**  
**For more info call (330) 464-7950.**

### **Information Specialist**

Ohio's premier tourist destination is looking for a friendly, outgoing, organized, motivated full-time, front-desk employee. Must be able to help walk-in traffic, answer the phones, manage large mailings, update website, use databases. Must be able to lift 40 lbs. Lots of contact with the public. Holmes County resident preferred. Send resumes to Holmes County Chamber of Commerce, 6 W. Jackson St., Millersburg or [info@holmescountychamber.com](mailto:info@holmescountychamber.com).

### **HELP WANTED Kitchen & Wait Staff wanted.**

Must be reliable, energetic, and able to work weekends. Apply in person Jerrys Café, 226 WE Market St, Orrville  
NO PHONE CALLS!

**MAINTENANCE PERSON for a food processing company.** Must have strong industrial electrical background working with 240V, 480V, AC/DC equipment controls & frequency drives. Job includes general maintenance including pump & air valve rebuilds, general carpentry & plumbing. Competitive wage & benefits based on experience and knowledge. Apply in person or send resumes to Bunker Hill Cheese Co., 6005 CR 77, Millersburg.

**Stitches USA, LLC. is hiring assembly workers.** 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.

### **Come Join Our Team! Auria Solutions is hiring for manufacturing positions on 3rd shift.**

High school diploma or GED preferred, be able to perform job responsibilities under general supervision and work well in a team environment. There are a limited number of positions available so apply today at:  
8281 County Road 245, Holmesville, Ohio 44633 EOE

**WANTED: EXPERIENCED timber cutter, Holmesville/ Shreve/ Millersburg area. (330) 231-2234.**

**F/T CLASS A & B Local Route, Home every night Paid medical insurance Matching IRA retirement plan. Paid vacation. (330) 683-2807**

**DRIVER WANTED for construction crew, Apple Creek area, competitive wages, paid holidays & vacations, Wayne or Holmes Co. (330) 464-5584.**

**HELP WANTED on framing crew, building residential homes, must have valid driver's license & good driving record. Competitive pay, paid holidays & vacation. (330) 275-5470.**

**HOLLOW RUN Construction is seeking a motivated individual with a valid driver's license to join our general construction team. (330) 473-0424**

**HORSEMAN/FARM HAND position available, transportation provided, Windy Hill Farm, (330) 231-7500.**

**P/T HANDYMAN POSITION: General repairs & painting. Windy Hill Farm. Transportation provided. (330) 231-7500.**

**HELP WANTED on pole barn crew. Paid weekly. (330) 763-4747**

**HELP WANTED: Driver/ Worker for roofing crew. Call (330) 600-5421.**

**DRIVER/ WORKER wanted for siding crew. Paid holidays & paid vacation. Call (330) 600-0530.**

**DRIVER/ WORKER wanted for construction crew. Needs to be dependable. Paid vacation & paid holidays. Competitive wages. Apple Creek or surrounding areas. Please call (330) 600-8843**

**DRIVER/WORKER NEEDED for masonry, tile & general construction crew. Paid driving both ways, paid holidays & vacation. Great opportunity to work multiple trades. Heartland Construction, (330) 600-2488.**

**AMISH CONSTRUCTION crew looking for self-motivated FT/PT driver/ worker with good driving record. Must live within 10 minutes of Millersburg. If interested call 330-763-3937**

**Help wanted in local retail store Duties include but not limited to cash register, cutting, wrapping, and stocking product. Must be energetic and outgoing, able to interact well with customers, be approachable, personable and work in a fast-paced environment. No calls please. Apply in person at Heini's Cheese Chalet 6005 CR 77, Millersburg.**

**HELP WANTED- NOW HIRING at MOTHERCARE BIRTH CENTER IN MILLERSBURG!!**

We are looking for more motivated & compassionate individuals to join our team of care givers at our birth center! Duties will include light office work (scheduling appointments, answering phones, tidying up, etc.) birth assisting & immediate postpartum care giving (includes assisting our Certified Professional Midwife with her duties & then helping to care for our mamas & babies after the birth.) This position is a great fit for STNAs or those with prior care giving experience. However, prior experience is NOT necessary but you will need to be able to function well within a team and be willing to learn the skills needed. (Training will be provided.) We are looking for team members who are eager to learn, diligent workers, & who love people and find personal fulfillment in helping them! Rotating schedule includes some nights & weekends. Premium pay for night shifts @ \$15/hr. For more information please mail or email us at 788 E Jackson St., Millersburg, Ohio 44654 or [mothercaremidwife@gmail.com](mailto:mothercaremidwife@gmail.com) or leave us a message after 5pm @ 330-231-8589; no calls during business hours, please.

**DANVILLE VETERINARY clinic seeking full time vet assistant/ driver.**

Must have a valid driver's license & be at least 18 yrs. old. Must be able to lift 50 lbs. alone. Duties include: picking up & delivering dogs, working weekends, cleaning, assisting veterinarian, answering phones, etc. Please contact Heather at [DanvilleVeterinaryclinic@embarqmail.com](mailto:DanvilleVeterinaryclinic@embarqmail.com)

**GERBER POULTRY, Inc. Kidron, Ohio Refrigeration Apprentice/Operator Position First Shift Gerber Poultry is currently accepting applications for the position of Refrigeration Apprentice.** We are looking for an individual who is self-motivated and works well with others under little to no supervision. Responsibilities include daily rounds, logs and work orders to ensure mechanical integrity and efficiency of our ammonia system. The individual will assist in conducting preventative maintenance work on make-up air units, exhaust fans and roof top units. Experience with HVAC/R, 480 V electrical is preferred but not necessary. The ideal candidate must be mechanically inclined and have a willingness to learn. Gerber Poultry will provide the training to qualified candidates. Must be able to work in various climates. This is a Full-Time position. We offer excellent compensation commensurate with experience, and a benefit package which includes medical, 401(k), life insurance, holidays, vacation, etc., to qualifying individuals. If interested, please apply in person or visit our website at [www.gerbers.com](http://www.gerbers.com) and complete an online application:  
Gerber Poultry, Inc., 5889 Kidron Rd., Kidron, Ohio 44636

## OhioMeansJobs.com

**Sales Support - Fastenal Company - Ashland, OH                      Job ID: 211697757**  
**1169 Commerce Parkway, Ashland, OH 44805**  
**Part-Time Shift(s): Monday-Friday between 7:30am-5pm**

**OVERVIEW:** Working as Part-Time Sales Support, you must have a strong interest in sales and enjoy working in a fast-paced challenging environment. This is an entry level position that will provide assistance to our customers from our branch located at 1169 Commerce Parkway, Ashland, OH 44805.

**RESPONSIBILITIES:** The duties and responsibilities of this position are service-based and will present new and diverse challenges daily. Duties include but are not limited to: Assisting with sales/customer service, managing inventory, Placing and fulfilling orders, Receiving and shipping inventory, Performing deliveries with company vehicle.

**REQUIRED POSITION QUALIFICATIONS:** The following skills and qualifications are required for this position: 18 years of age or over. A valid driver's license and the ability to meet our driving record requirements. Possess or are working towards a degree in Business/Marketing OR have equivalent industry experience and knowledge of the local market. -Excellent written and oral communication skills. Possess strong computer skills and math aptitude. Exhibit strong aptitude for sales and a desire to sell. Highly motivated, self-directed, and customer service oriented.

Demonstrate our core values of ambition, innovation, integrity and teamwork. Ability to lift, slide and lower packages that typically weigh 25lbs-50lbs and may weigh up to 75lbs. Ability to pass the required drug screen (applicable in the US, Puerto Rico, and Guam ONLY). **PREFERRED POSITION QUALIFICATIONS:** Possess interest in career advancement.

**ABOUT US:** Since 1967 Fastenal has grown as a distributor of industrial and construction supplies from a single branch to approximately 3,000 servicing locations, each providing tailored local inventory and personal service for our customers. As we've expanded across the world, we've retained a core belief in people and their ability to accomplish remarkable things - if given the opportunity. From this philosophy stems an entrepreneurial culture that challenges every employee to run their own business, create their own success, and advance to become company leaders. As a growth company with a solid financial position, we are committed to training, promoting from within, and creating opportunities for our employees. If you have an entrepreneurial spirit and are looking to make your mark as part of an elite growth company, you won't find a better fit than Fastenal.

Equal Opportunity Employer—Minorities/Females/Veterans/Disabled/Sexual Orientation/Gender Identity

**FIRST PRESBYTERIAN CHURCH - Ashland, OH**

**Job ID: 211753750**

**First Presbyterian Church is in search of a Part-time Administrative Assistant.**

This position will be 20 hours per week, 9:00 am – 1:00 pm, M-F. Immediate Start. The ideal candidate will have prior administrative experience with the ability to multi-task and work independently. They must be proficient in Microsoft Office; proficiency in Microsoft Publisher is a plus. The candidate must possess a positive attitude, be committed to confidentiality, be a person of integrity, have strong relational and communication skills. Interested candidates should email a cover letter and resume to [office@ashlandfpc.org](mailto:office@ashlandfpc.org)

**Direct Support Staff - Midwest Health Services, Inc. - Ashland, OH 44805**

**Job ID: 211714428**

Midwest Family of Companies, Midwest Health Services, Purposed Filled Careers

Are you a caring person looking for a purpose? We teach you all the necessary skills you need to be a successful Direct Support Professional. Position: Direct Care Staff, Full-time and Part-time.

The Midwest Mission: The Midwest Mission for its Direct Care Staff is to provide person-centered, community-based supports to people with intellectual and developmental disabilities. We like to have fun while encouraging the hopes and dreams of the people we support! On any given day your job might consist of, going to the zoo, concerts, local trips, etc., teaching daily living skills and working with people who have various needs to meet their individual goals.

Come join our Family! What We Offer You: On the Job Skilled Paid Training, Full or Part time, Opportunities to advance and Learn, Supplemental Insurance, Vision/Dental Insurance, Health Insurance for eligible employees, Paid Sick Time, Paid Vacation for Full-time Positions after 6 months, 401k with company matching, Holiday Pay, On-call Administrative Team Support, Incentive Programs, Length of service raises after 6 months. Additional Information: To apply online please go to: [www.midwesths.com](http://www.midwesths.com) and select the position by county. Check us out on Facebook. Other positions with similar duties include: State Tested Nursing Aide (STNA), Home Health Aid (HHA), Direct Support Professional (DSP), and Direct Care Professional. Mailing Address: Midwest Health Services, Inc., Jodi Taylor, 107 Tommy Henrich Drive, NW, Massillon, OH 44647

**University Hospitals Health System, Ashland, OH**

**Job Reference Code: 38982497**

**Medical Assistant. Samaritan Primary Care - 40hrs/week**

Description: This position is responsible for fully performing basic medical assistant duties. Facilitates unit operations by managing patient flow. Responsible for all front desk duties specific to department, including scheduling patients, collecting and verifying patient payor information and other patient documentation.

Qualifications: Education/Expertise: Minimum one year or more of clinical experience as a Medical Assistant required. Completion of a Medical Assistant Program required and certification as a Medical Assistant preferred.

Location: Ashland, OH Shift: M-F, Full-time

Equal Opportunity Employer – minorities/females/veterans/individuals with disabilities/sexual orientation/gender identity

**University Hospitals Health System, Ashland, OH**

**Job Reference Code: 38982538**

**Specimen Processor Phlebotomist I. Samaritan Lab PRN**

Description: Processes specimens for laboratory testing at a basic level. Performs data entry. Formal training from an accredited phlebotomy school, phlebotomy certification preferred.

Qualifications: High School Equivalent / GED. Previous phlebotomy experience preferred or 1 year data entry experience required. Phlebotomy certification preferred. Location: Ashland, OH Shift: variable shift - as needed.

Equal Opportunity Employer – minorities/females/veterans/individuals with disabilities/sexual orientation/gender identity