



Shelby County

A proud partner of the American Job Center network

AREA JOB POSTINGS

January 2021

Week of January 3—January 9

The "OhioMeansJobs Shelby County AREA JOB POSTINGS" summary is being updated weekly. In addition to being posted on our Facebook page, the summary is also posted on our website at www.shelbycountyjfs.org.

Even though our lobby is closed to the public, we are available to assist you with your job search. Call us at 937-498-4981 ext. 2816 or select option 5 and then option 6 from the phone menu. You may also reach us by emailing us at EFS-Staff@jfs.ohio.gov

OhioMeansJobs Shelby County is a proud partner of the American Job Center Network.



Search:

OhioMeansJobs Shelby County



Shelby County

A proud partner of the American Job Center network

Providing the Community with Employment and Training Services.....

The following services are provided at no charge for employers and job seekers:

- Professional, skilled, and entry level job postings
- Computer access to internet-based job banks
- Job Fairs and Hiring Events
- Resume and cover letter preparation
- Career counseling
- Training and retraining to upgrade skills
- Free job readiness workshops

No appointments are necessary to take advantage of the available programs & services.



Visit us on Facebook

View local job opportunities online at: www.shelbycountyjfs.org

OhioMeansJobs Shelby County is located at:
227 South Ohio Avenue, Sidney

Hours: Monday-Friday 7:30am-4:00pm; Tuesday 7:30am-6:00pm

937-498-4981 ext. 2816

Sous Chef

Company: AVI Foodsystems

Job Location: Jackson Center, Ohio

Qualifications Desired: Two or more years of experience in a culinary lead role. Experience in a high volume catering environment preferred. Ability to build relationships by actively listening and responding to the client's needs. Adaptable to changing business conditions. Comfortable dealing with fast-paced environments.

Education Requirement: Culinary degree preferred.

Job Duties: Prepare meals and food to meet specifications in a timely manner. Properly measure kitchen ingredients and food portions. Ensure kitchen staff adhere to set standards, procedures, rules and sanitation requirements. Use kitchen knives and equipment such as grills, ovens, steamers and warmers in food preparation. Manage the kitchen inventory and ensure supplies are fresh and of high quality. Ensure proper food temperatures when cooking and proper storage afterward. Keep the workstation and kitchen equipment clean, organized and sanitized. Take charge of kitchen opening, closing and other duties as directed by the Executive Chef. The hours for this position are typically 5:00am-3:00pm Monday-Friday.

To Apply: Apply at: <https://avi-foodsystems.jobs.net/en-US/job/sous-chef/J3R3GT6SV4L7TSWM794>

Bubble Line Assistant

Company: Ivex Protective Packaging

Job Location: Sidney, Ohio

Qualifications Desired: Ability to communicate in a positive & productive manner, Accurately enter paperwork, Push, pull and lift up to 50lbs., Operate PIV, Self motivated, Ability to troubleshoot and assist in maintenance issues, Promote a safe & healthy work environment, Maintain good attendance, Cross training of additional positions to cover on an "as needed" basis, Willingness to work overtime as needs arise.

Job Duties: The Bubble Line Assistant, following training will possess the general knowledge of manufacturing bubble wrap and will assist the machine operator in producing quality bubble wrap and laminations. The assistant is at all times responsible for process safety, reporting product quality to operator, proper packaging and storing finished goods in assigned location.

To apply: Apply online at: www.indeed.com or <https://www.indeed.com/viewjob?jk=ecc6110917cf0e8c&l=Sidney%2C+OH+45365&tk=1eqnb6p4e3och001&from=web&vjs=3>

Maintenance Technician

Company: DRT Mfg. Co.

Job Location: Sidney, Ohio

Qualifications Desired: Trouble-shooting skills. Extensive knowledge of CNC machine maintenance. Supervisory and planning experience preferred. Knowledge of preventative and predictive maintenance programs and systems. PC skills – email, Microsoft Office. General knowledge of OSHA Safety Requirements. Basic writing and verbal communication skills.

Education Requirement: Associate's degree or seven (7) years equivalent experience.

Job Duties: This position is responsible for performing routine and unexpected maintenance on machines, facilities, and other company assets and property. Essential duties include: Machine maintenance and repair; including scheduling, ordering replacement parts, troubleshooting, etc. Electrical work: including wiring of offices and machines. Machine rigging; including supervising outside help to move machines per our specifications. Plumbing; including installation, repair and maintenance of air lines and water lines. Assisting in procurement of machine tools – help with accurate machine specifications. Additional duties as assigned. Utilize protective equipment and comply with OSHA requirements including Arc Flash and fire resistant clothing. Supervisory Responsibilities: Maintain preventive maintenance program and update database. Report status weekly. Submit estimates for repairs as needed. Submit purchase requisitions as needed for repair services and/or parts. Complete as needed machine wreck reports. Maintain sump and coolant systems. Maintain housekeeping. Implement and maintain predictive maintenance program as submitted by manufacturing technology and quality assurance.

To apply: Apply online at: <https://www.drtcareers.com/drt-non-machinists/>

Security Officer

Company: Generic

Job Location: Anna, Ohio

Job Duties: Observe, Report, Assist employee, contractors, vendors with access to the facility, Patrol premises to ensure they are secure, Maintain a neat and professional appearance, and provide excellent customer service as needed, Follow established security protocols while using initiative and good judgment, Able to use a multi line phone,

To apply: Apply online at: www.indeed.com or <https://www.indeed.com/viewjob?jk=d0bb986418f5d70e&l=Sidney%2C+OH+45365&tk=1eqnb6p4e3och001&from=web&vjs=3>

Accounts Payable Clerk

Company: Ferguson Construction Company

Job Location: Sidney, Ohio

Qualifications Desired: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties of the job. Experience in high volume accounts payable, at least two years is a plus. Associate's degree in Accounting. Must be able to make general coding decisions and taxability decision for items on an invoice. Proficient in Microsoft Office. Knowledge of sales and use tax regulations a plus. Self-starter with the ability to multi-task and excellent time management skills. High ethical and professional standards. Excellent communicator and team player.

Education Requirement: Associate's Degree

Job Duties: Responsible for working with a high volume of invoices, interacting with vendors and other departments. Review all invoices for appropriate documentation and approval prior to payment. Sort and distribute incoming mail. Prioritize invoices according to cash discount potential and Journals (non-PO's.) Respond to all vendor inquires. Ensure processing of invoice within discount terms. Reconcile vendor statements, research and correct discrepancies. Assist in month end closing. Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices. Other duties may be assigned as needed.

To apply: Email resume to aross@ferguson-construction.com

Design Engineer

Company: DRT Mfg. Co.

Job Location: Sidney, Ohio

Qualifications Desired: Familiar with NX (Unigraphics) and AutoCAD a plus. Previous design experience a plus. Good written and oral communications skills.

Education Requirement: BSME or BSMET degree.

Job Duties: Engineer high precision tooling and auxiliary components for customer orders and projects. Strive for robust designs that are trouble free, provide long life, and are cost effective. Essential duties and responsibilities: Create part models, assembly models, and detail drawings in accordance with DRT Engineering and Customer Design Standards in three-dimensional CAD packages. Ensure that the design will perform as intended and meets DRT Engineering and Customer Design Standards. Apply good engineering principles as necessary – to maximize component life. Work with manufacturing engineering – to provide solutions and designs that are able to be manufactured at a reasonable cost. Prepare Engineering Change Notices, bills of materials, and Remove and Replace lists. Assist other design, sales, manufacturing, and assembly associates as required. Reports progress on assignments verbally to Engineering Manager as appropriate. Supervisory responsibilities and relationship requirements: This position does not have supervisory responsibilities. Works closely with Engineering Manager to provide information verbally and in writing concerning technical and administrative aspects of assigned projects. Collaborate on solution of field problems where appropriate.

To apply: Apply online at: <https://www.drtcareers.com/drt-non-machinists/>

Direct Care Staff

Company: Balanced Care

Job Location: Minster, Ohio

Qualifications Desired: Is at least 18 years of age. Has a reliable personal vehicle, and is willing and able to use personal vehicle to transport individuals. Holds a valid driver's license. Has personal automobile insurance coverage and an acceptable driving record.

Education Requirement: High School Diploma/GED

Job Duties: Looking for dependable, flexible, staff that could work with individual with disabilities in the community and home. Assisting with independency and recreations.

To apply: Apply online at: www.indeed.com or <https://www.indeed.com/viewjob?cmp=Balanced-Care&t=Direct+Care+Staff&jk=09434418a4042583&q=balanced+care&vjs=3>

Culinary & Nutritional Services Associate II

Company: Ohio Living Dorothy Love

Job Location: Sidney, Ohio

Qualifications Desired: Ensures that established quality assurance, infection control, and universal precaution practices are maintained when performing departmental procedures. Maintains the confidentiality of resident care information. Willingly and consistently shares observations and insights of departmental operations that may improve quality and efficiencies of department. Attends all-employee and departmental meetings and in-service training as scheduled or as directed. Customer Relations and Service Delivery: Listens and responds to the needs of residents and staff members. Helps residents and visitors feel welcome and comfortable. Administration and Reporting: Maintains current and accurate records through use of computers and/or other documentation in accordance with company standards and federal, state, and local standards, guidelines, and regulations.

Education Requirement: Tenth grade education required. High school diploma or equivalent preferred.

Job Duties: The Culinary and Nutritional Service Associate I or II provides assistance in all culinary functions in accordance with company standards and federal, state, and local standards, guidelines, and regulations to ensure that quality nutritional services are provided on a daily basis and that the culinary services are maintained in a clean, safe, and sanitary manner. **RESPONSIBILITIES:** Operations Management Performs day-to-day culinary functions to serve meals and snacks that are palatable and appetizing in appearance that provides residents with an exceptional dining experience. Assists in serving meals as necessary and on a timely basis, delivers food carts, trays, etc. to designated areas, and works in serveries. Serves food in accordance with established portion control procedures. Ensures that culinary services work areas and equipment are maintained in a clean, sanitary, and safe manner. Assists in daily or scheduled cleaning duties as needed and directed by supervisor (i.e. cleaning work stations, counters, refrigerators/freezers, etc., sweeping and mopping floors, washing dishes and returning clean items to proper storage areas, removing garbage, keeping work areas clean, dry, and free of hazardous equipment and supplies, etc.). Assists in executing special events and participating in their planning and preparation. Distributes, collects, and counts menus as necessary.

To apply: Apply online at: www.indeed.com or <https://www.indeed.com/viewjob?jk=f0c2ce130959bc47&tk=1eqnbhue1u4rt802&from=serp&vjs=3>

Part-Time Lot Driver

Company: Continental Express, Inc.

Address: 10450 State Route 47 W Sidney, Ohio 45365

Qualifications Desired: No CDL required but prefer semi-truck driving experience.

Education Requirement: High School

Job Duties: Continental Express has immediate need for part-time help on weekends for someone with tractor trailer driving experience. Great job for retired truck driver or someone wanting extra income. Will be responsible for staging and moving semi's at company terminal. CDL not required but must have tractor trailer driving experience and able to shift manual transmission truck. Pay to be based on experience, up to \$17.00/hour

To Apply: Email resume to mgoubeaux@ceioh.com or call Mark at 937/497-2100

Restaurant General Manager

Company: Pizza Hut

Address: 4575 St. Rt. 66 New Bremen, Ohio 45869

Qualifications Desired: What are we looking for? The good news is that your training will teach you everything you need to know to succeed on the job. But there are a few skills you should have from the get-go:

Job Duties: To eat. To laugh. To share. That's why people come to Pizza Hut. It's the calling of our Restaurant General Managers to make them feel like family with smiles, teamwork and dedication. If you're an experienced restaurant or retail manager, think about a career with Pizza Hut.

To Apply: Apply online at: <https://my.peoplematter.com/mja/ppp0000796/jobapp/GetStarted?jobOpenings=63565e32-f0e0-401f-8463-a5d70100ab5c&refererUrl=https://jobs.pizzahut.com/job/Restaurant+General+Manager-NEW+BREMEN-45869-j-63565e32-f0e0-401f-8463-a5d70100ab5c>

Cashier

Company: AVI Foodsystems

Job Location: Jackson Center, Ohio

Qualifications Desired: Cashier experience preferred. Excellent customer service skills. Ability to accurately record guest transactions. Ability to make correct change and work in a fast paced environment.

Job Duties: Accurately process cash register transactions, input product costs, give correct change, and process debit and credit cards. Create a positive and friendly experience for customers and fellow team members. Display a natural desire to greet, engage with, and sincerely thank the guest. Prepare products and order stock. Ensure the proper signage when needed. Maintain clean, neat and orderly cash register areas.

To Apply: Apply at: <https://avi-foodsystems.jobs.net/en-US/job/cashier/J3V6DD69ZNSTY1RZ2XR>

**Co-op - Sales, Air Conditioning
(Spring 2021)**

Company: Emerson Climate

Address: 1675 Campbell Rd. Sidney, Ohio 45365

Qualifications Desired: Proficiency in Microsoft Office Suite (Word, Excel, Power-point). Preferred: Strong data research and organization skills. Strong oral and written communications skills, analytical and decision making skills, and PC skills including Microsoft Office. Strong attention to detail. Must have ability to work in a team setting.

Education Requirement: Undergraduate student currently pursuing a Bachelor's Degree in Marketing, Communications, Business Analytics, along with interest in sales. Cumulative GPA of 2.75 or higher. Preferred: Undergraduate student pursuing a Bachelor's Degree in Marketing, Communications, Business Analytics, along with interest in sales. Strongly prefer a 3.0 GPA or higher, Sophomore or higher class status.

Benefits Offered: Competitive compensation, flexible dress code policy, and paid holidays. Housing stipends for eligible students and a list of nearby housing options for relocation. Access to our newly renovated fitness center, workout classes, and wellness program. Event opportunities through our social and professional development co-op committees. Our co-ops are a key talent pipeline for full-time employment opportunities after graduation at our many locations.

Job Duties: What to Expect in our Co-op Program: Expand your technical and professional skills in a real-world setting. Emerson co-ops are given meaningful work, support, and mentorship from experienced managers and key business leaders. There is the potential to gain knowledge and experience in a variety of ways by exploring opportunities associated with your major and rotating through multiple departments. The AC Sales Co-op will have the opportunity to support and work with the Sales and Marketing teams. Their objective is to support not only their managers and teammates but manage relationships with targeted prospect customers and wholesale customers. Their responsibilities may involve cross functional team interactions with professional members of Inside Sales, Product Management, Application Engineering. Student responsibilities may include but are not limited to: Researching and analyzing customer data. Assisting in determination of business opportunity size through report interpretation. Assisting in developing, evaluating, implementing, updating and maintaining Sales department tools and processes. Attending and participating in meetings and carrying out designated action items. Supporting projects and managing time for multiple assignment. Ability to work 40 hours per week (8am-5pm) during scheduled semester

To Apply: Apply online at: <https://emerson.taleo.net/careersection/ex/jobdetail.ftl>. Go to Advanced Search. Enter job number 20010659. Click on Search for Jobs. Click on result.

Project Manager/Estimator

Company: Sollmann Electric Company

Job Location: Sidney, OH

Address: 310 East Russell Road Sidney, OH 45365

Qualifications Desired: Computer literacy is required and CAD experience is preferred.

Education Requirement: Educational and experience requirements include: 4-year degree in electrical technology or electrical engineering; or completion of a qualified electrician apprenticeship program; or equivalent training and/or experience (5-10 years). Ability to coordinate and supervise a group work effort.

Job Duties: A Project Manager/Estimator will: Prepare and complete estimates for assigned project(s) ranging in size and complexity from small to large. Review proposal specifications, drawings, attend pre-bid meetings, etc. to determine scope of work and required contents of estimate. Coordinate the identification of items and information needed for bid preparation. Utilize computerized estimation software and follow the company's "Estimate Procedures Checklist". Follow awarded contracts as assigned potentially estimating extra work items, change orders, credits, procuring material, etc., and overall management direction for field projects. Review and analyze task code reports of actual cost vs. estimated cost and assume additional responsibilities per supervisor direction. The ideal candidate will be a business-oriented person with superior communication and interpersonal skills (tact, diplomacy, influence, etc.) and an interest and ability to estimate all types of projects/contracts.

To Apply: Apply online at: <https://sollmannelectric.com/apply-online/> or in person at Sollmann Electric Co., 310 E. Russell Road, Sidney, OH 45365, Monday-Friday, 8:00 am-4:00 pm. You may call for additional information at 937-492-0346

Electricians

Company: Sollmann Electric

Address: 310 East Russell Road, Sidney, Ohio 45365

Qualifications Desired: No experience needed, we will provide training!

To Apply: Apply online at: <https://sollmannelectric.com/apply-online/> or in person at Sollmann Electric Co., 310 E. Russell Road, Sidney, OH 45365, Monday-Friday, 8:00 am-4:00 pm. You may call for additional information at 937-492-0346. **Go to** <https://sollmannelectric.com/careers/> and **watch the videos** to learn more about becoming an Electrician at Sollmann Electric.

Surgery Scheduler

Company: Wilson Health

Job Location: Sidney, Ohio

Qualifications Desired: Medical Assistant training and previous medical office experience is preferred. Computer experience is required. Leading candidates will have had prior education and/or experience with diagnostic and procedure coding.

Education Requirement: High school diploma or general education degree (GED) required

Job Duties: The Surgery Scheduler's main responsibility is to work collaboratively with surgeons, staff and patients in order to ensure that surgical procedures are scheduled and coordinated appropriately. The Surgery Scheduler will act as the liaison between the patient, the surgeons, the Wilson Health Surgery department and Valley Regional Surgery Center. The Surgery Scheduler will be responsible for all functions related to the coordination of timely and accurate scheduling of in-patient and outpatient surgical procedures at Wilson Health. The Surgery Scheduler will demonstrate excellent customer service, and demonstrate flexibility to meet the needs of the office and their patients. Provide excellent service to both internal and external customers. **ESSENTIAL DUTIES AND RESPONSIBILITIES:** Schedules surgery and procedures, coordinating with the surgeon's schedule, the patient's schedule, and operating room schedule, as well as scheduling pre-admission testing and post-operative appointments. Verification of insurance benefits of all surgical patients. Advises patients of surgical and financial preoperative requirements. Reiterates patient's expectation regarding payment for surgery and continues to promote the patients understanding of how insurance will work. Communicate with all third party insurance carriers to pre-certify all procedures and check patient's insurance benefits for coverage; handle any advance notification or forms required by insurance companies to guarantee payments. Coordinates arrangements for surgical assistants, special equipment and surgical materials. Follow hospital requirements regarding the scheduling process, and make sure office paperwork is compliant with hospital requirements (orders, signed consents, timely history and physical); communicate with the surgeons, the patients, surgery scheduling, and the Valley Regional Surgery Center, as needed, to get procedures scheduled efficiently. Ensure correct CPT and ICD 10- codes for billing are on orders. Keep surgeons aware of the schedule and any changes to the schedule; liaison with Surgery Scheduling at Wilson Health to finalize the case line up according to the surgeon's requirements. Enter surgeries, procedures, pre- and post-operative appointments into the practice management schedule. Identifies conflicts and adjust schedules as needed. Responsible for completing FMLA (medical leave) and Disability forms for surgical and obstetrical patients. Answer and respond to all incoming telephone inquiries regarding surgery. Patients are provided with pre- and postoperative instructions. Ensure all billing and insurance information is current and accurate. Ability to maintain operational knowledge of all insurance requirements necessary to achieve optimal reimbursement. Notify patient of any problems with insurance, or non-covered procedures, and work with WHMG Billing Office to arrange patient payments for uninsured patients or non-covered procedures.

To apply: Apply online at: www.indeed.com or <https://www.indeed.com/viewjob?jk=ed5222dc9709f3be&l=Sidney%2C+OH+45365&tk=1eqnb6p4e3och001&from=web&vjs=3>

Manufacturing Positions

Company: Agrana

Job Location: Botkins, Ohio

Address: 16197 North County Road 25A, Anna, Ohio 45302

Qualifications Desired:

Education Requirement: No Education Requirement.

Job Duties: One or more years of manufacturing experience is preferred but not required. Prior job experience in food production is a plus. Willing to train candidates with limited experience and the right attitude, looking for a new opportunity. Candidates must pass a criminal background check and drug screening. Shipping & Receiving Associate (Fork Truck Operation) Job Qualifications: Fork Truck / forklift operation experience required. Previous shipping and/or receiving experience preferred. 1 or more years of Industrial job experience is preferred. Must be able to occasionally lift and move up to 50 lbs. Basic computer skills required. Overtime and weekend work required. Candidates must pass a criminal background check and drug screening.

To apply: For immediate consideration, send resume to amina.sabotic@agrana.com or Call (937)340-4005 to RSVP your time slot today! Interviews will be done by appointment only. Hiring date: Wednesday, January 6th, 2021 from 8:00 AM to 5:00PM Apply online at: www.indeed.com or https://www.indeed.com/viewjob?jk=b39c741f9f27525c&l=Sidney%2C+OH+45365&tk=1eqnbhue1u4rt802&from=web&advn=7451208366716327&adid=362560031&ad=-6NYIbfkN0BExfeK5DdUtNc4USwzArP-beW7sLi6Hof11dyHrTnEhIX2K IV8oM4MywPotAe-zFkBRMKnJofW-djsP5oh8-CyxwYifNdTmNBglpTdDeAyhzBzXDGIIPBXbwD5djbvmvWD0AMQJ7 h6dwlwCzbVxOdM8a5MJtbfq34nV-IA8e4OnFFVisG7UxTmY4HUijF1-EqOleE7ePPySPN82FxQ4WUR4xY-H65qHHQkzC3W5r1IZ22n0t4GIGILLYnF_nuzuMvDYM6xFxel1UvO6OL5mvsbjZD2TDt2Zgd5E01VdQUdDuAuegCu5t95qbn6hrLs4OQeIEOQSkZA%3D%3D&sjdu=eGvGbyRS04shcKiuplgMcnIxLTRkm5GDY19WtndAOtn_GOQgzWGEdcZCOg8FHTyI0GYKOUp53OW-6ZgrVX86E2I3NQMEUU8iKOPDdNQXMfg&acatk=1eqnbm9klu3qk800&pub=4a1b367933fd867b19b072952f68dceb&vjs=3

Die Casting Operator

Company: Apex Die Casting Co. Inc.

Job Location: Piqua, Ohio

Address: 8877 Sherry Drive, Piqua, Ohio 45356

Qualifications Desired: Support the Apex Mission and Vision Statements by ensuring to cast and trim parts in a timely manner while observing all quality and safety procedures. Position requires to stand for long periods of time, capable of performing visual inspections, hearing instructions and communicating effectively. Other requirements are walking, bending, arm extension, and lifting up to 75lbs repetitively for 8-hour shift. Must be productive while on company time.

Education Requirement: High School Graduate/GED

Job Duties: Operating DCM by: Spraying die mold, closing die cast machine door, pushing and holding both Cycle Start buttons to close and lock die. Activating machine to inject molten aluminum into die mold. Retrieve part after process has been completed. Inspect part for defects, place on table for additional inspection and trimmer. Must maintain minimum 65% monthly operator rating. Operating the Trim Die by: Loading die cast part in trim die, trimming to work instruction specifications. Removing trim parts as assigned. Packing parts into a box or tote according to work instructions making sure WIP tag is on the box or tote. Must perform at or above the parts trimmed per hour set by CPT. Other duties as directed.

To apply: Please send your resume to Erin at Apex Aluminum Die Casting. HRA@apexdiecasting.com

CNC Machine Operators

Company: Apex Die Casting Co. Inc.

Job Location: Piqua, Ohio

Address: 8877 Sherry Drive, Piqua, Ohio 45356

Qualifications Desired: Dedicated, hard worker who has reliable attendance and experienced Mill or Lathe operator. Must be able to stand for long periods of time, capable of performing visual inspections, hearing instructions and communicating effectively. Able to reach and use Mic's.

Education Requirement: High School Graduate/GED

Job Duties: Operate CNC Machines, Vertical and Horizontal Mills and Lathes in a timely manner while observing all safety procedures. Operating manual and automated machines. Moving and packing parts. Proper handling of parts per the router. Perform regular quality checks. Complete all related paperwork accurately and timely. Maintain a clean work area. Other duties assigned.

To apply: Please send your resume to Erin at Apex Aluminum Die Casting. HRA@apexdiecasting.com

Route Sales and Service Rep

Company: Miller's Textile Services

Job Location: Wapakoneta, Ohio

Qualifications Desired: (1) Ability to pass a pre-employment drug screen (2) Ability to pass a DOT Physical (company paid) (3) Have an active driver license (4) Be fully capable to insurable under company motor vehicle plan (5) Have obtained a high school diploma, GED, or Military Service (6) Ability to meet physical requirements of the job (7) Be self-motivated and a self-starter (8) Have a positive attitude, along with ambition to provide the organization and customer with quality service.

Job Duties: Deliver/Service/Sales to our customers by providing uniforms, mats, and linens as ordered along with collecting soiled products; while looking for opportunities of growth in company/route sales. Must be able to lift up to 75 lbs. throughout the day. Must be able to push/pull carts heavy carts of product throughout the day. Must have excellent customer service skills. Preferred to have experience in delivery/sales/customer service skills. Excellent attendance record is a must. Local Wapakoneta company is seeking a qualified Service Support Representative (SSR) to manage and grow customer accounts while providing coverage to existing, dedicated routes within an existing customer base. We are a world-class company looking for world-class people to join our team. As an SSR in the Wapakoneta location, he/she would assist in covering existing routes for vacation purposes, etc. The position is a fast-paced, physical job that requires the candidate to work indoor/outdoor while delivering and collecting product. The candidate will be required to work professionally, safely and maintain DOT compliance and all vehicle regulations. Most of the routes are on a four (4) day work week and no weekends are required.

To apply: jcornell@millerstextile.com

Part-Time Admitting Representative

Company: Kettering Health Network

Job Location: Piqua, Ohio

Qualifications Desired: Preferred Qualifications: Previous registration/medical office experience, One year customer service experience, Excellent written and oral communication skills, Computer literate and very strong with Excel, Ability to work collaboratively with team members,

Education Requirement: High School graduate or equivalent

Job Duties: Patient Access Admitting Representative position's major duties include, but are not limited to the following: Registering outpatient, emergency, and in-patient guests while demonstrating strong guest relations and exceptional customer service, Reviewing all scheduled outpatient visits prior to service to insure that all patients have been screened for discounts, Ensuring that payer sources and payment arrangements and options have been discussed, Assist patients with the completion of Financial Assistance Forms, HCAP Application and Medicaid Applications (if applicable), Review an account for quality and confirmation and can demonstrate the ability to update all aspects of a patient account, Demonstrate knowledge of all compliance or legally required registration forms, consents, literature and documents, Communicate effectively with hospital staff and patients on a regular basis.

To apply: Apply online at: www.indeed.com or <https://www.indeed.com/viewjob?jk=921e4a3c00fda7ac&tk=1eqnb6p4e3och001&from=serp&vis=3>

Activity Aide

Company: Goodwill Easter Seals Miami Valley

Job Location: Piqua, Ohio

Qualifications Desired: One year experience in Human Services field preferred. **Qualifications:** Must maintain a valid driver's license and a driving record acceptable to Goodwill's liability insurance provider. Must maintain the ability to pass a criminal background check and random drug screens. **Skills & Abilities:** Use of discretion and independent judgment in oversight responsibilities and the delivery of services required. Ability to provide therapeutic interventions during crisis situations and to effectively communicate with both verbal and non-verbal individuals. Ability to encourage and enhance involvement with guardians, families, significant others, community and other service providers. Ability to communicate effectively.

Education Requirement: High School or General Education Degree (GED).

Job Duties: Do you have a desire to work for an organization driven by empowerment and full inclusion? Goodwill Easter Seals Miami Valley is one of the largest employers in the region; with the mission to empower those with disadvantages and disabilities to improve their quality of life. We employ over 600 associates just in our retail stores alone. GESMV also offers over 40 programs and services to the community ranging from job readiness programs to assistive technology services. We are always looking for driven, enthusiastic people to join our team. The Activity Specialist works with a team to support adults with developmental disabilities in making a positive difference in their lives by: Assisting with daily living skills. Teaching skills and modeling behavior to improve independence and responsible behavior. Implementing activities that are functional, person centered, community inclusive and age appropriate. Actively working with a diverse population of individuals with varying levels of skills and needs. Assuring individuals receiving services are the focus of each day's activities. **Essential Duties & Responsibilities:** Facilitate individualized, purposeful and diverse activities based upon participant interests, strengths, needs, and choices as described in the Individual Service Plan. Incorporate various teaching strategies utilizing available curriculum and encompassing all areas of life domains, including potential employment opportunities. Provide individual instruction and skill development in the areas of personal care, making meaningful choices about daily activities, and community inclusion opportunities. Intervene therapeutically during crisis situations as needed. Assist with personal care including transferring persons as needed. Drive agency van to pick up and return program participants. Safely operate wheelchair lift on agency van. Maintain and update required program documentation. Other duties as assigned.

To apply: Apply online at: www.indeed.com or <https://www.indeed.com/viewjob?jk=3bde2aa6cac0d8c6&l=Sidney%2C+OH+45365&tk=1eqnb6p4e3och001&from=web&vjs=3>

Transport Driver-Fuel

Company: Mansfield Oil Company

Qualifications Desired: Mansfield Energy Corp. is one of the strongest partners in the fuel industry. With a nationwide fuel distribution network, we have the fuel, the people, the experience and the solutions to keep business moving forward. Come be a part of our successful team! Work-life balance, Family owned and operated, Competitive pay and benefits, THE POSITION: We're looking for drivers with a Class A CDL with 2 years of experience to deliver fuel to our customers. We're looking for drivers with a Class A CDL with 2 years of experience. Stable Work History. Clean MVR. Able to pass DOT physical. 21 years of age. Must be able to pass DOT pre-employment drug screen and criminal background check. Tanker and Hazmat endorsements preferred (must be obtained for employment, company will pay for certification).

To apply: <https://form.jotform.com/72894257973171>

Supervisor-1st Shift

Company: Beauty Systems Group

Job Location: Auglaize County

Qualifications Desired: Proficiency in Excel and word programs. Thorough knowledge of the standard industrial practices for receiving material and all related processing of paperwork. General understanding of purchasing principals. Excellent oral and written skills. 3 years' experience in general warehouse and distribution.

Education Requirement: High school diploma or equivalent.

Job Duties: Responsible for Operation and Financial aspects of the distribution center including the budget, performance, work schedule planning, managing and coordinating the stocking, cycle counting, order pulling and shipping of beauty products, supplies, transfers and show orders. Ensure the accuracy, timelines, cost center effectiveness and regulatory compliance (DOT/FFA, EPA, OSHA) of product movement for all shipments. Ensures the integrity of all warehouse inventories with compliance to all related ICC rules and policies. Assist with employee relation concerns including payroll, recruiting, performance reviews, policy communication and enforcement, conflict resolution and teamwork within the facility and company. Provide a safe, healthy and secure work environment for employees by assisting the Director of Distribution in continually addressing all ergonomic or health issues.

To apply: Apply at: BSGGreenville@Cosmoprofbeauty.com

Driver-Class A CDL

Company: Dick Lavy Trucking

Address: 8848 State Route 121, Bradford, Ohio 45308

Qualifications Desired: Must live within hiring areas. Must be at least 24 years old. Must hold a CDL Class A (Hazmat is optional). Must have at least 18 months recent OTR experience. No more than 2 moving violations within the last 3 years. No more than 1 accident within the last 3 years. No suspensions for vehicle operations within the last 3 years. No major moving violations within the last 5 years. No major preventable accidents within the last 5 years. No felony convictions within the last 10 years. No positive drug tests.

To apply: Visit: www.dicklavytrucking.com to apply online and for more information.

Entry-Level Truck Drivers

Company: C. R. England

Job Duties: At C.R. England, we hire both new drivers and experienced drivers. C.R. England is seeking drivers with a safe and clean record that can handle 18 wheels, 40 tons, and 400 horsepower. Refrigerated Trucking is one of the safest bets in the trucking industry as it relates to jobs. If that sounds anything like you—Apply Now!

To apply: Apply online at: <https://career.crengland.com/application>

CNC Operator

Company: Voisard Tool

Address: 2700 Russia-Versailles Rd. Russia, Ohio 45363

Qualifications Desired: No experience is needed but is very helpful. Math skills are very important. Competencies-To perform the job successfully, an individual should demonstrate the following competencies: ·Attendance/Punctuality - Is consistently at work and on time. ·Dependability - Follows instructions, responds to management direction. Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly. ·Process Improvement ·Use computer operating system.

Education Requirement: High School Diploma

Job Duties: ·Produces machined parts by programming, setting up, and operating a computer numerical control (CNC) machine; maintains quality and safety standards; keeps records and maintains equipment supplies by performing the following duties. Essential Duties and Responsibilities include the following. Other duties may be assigned. · Plans machining by studying work orders, blueprints, engineering plans, materials, specifications, orthographic drawings, reference planes, locations of surfaces, and machining parameters. · Interprets geometric dimensions and tolerances ·Programs machines by entering instructions, including zeros and reference points ·Calculates requirements including basic math and adjusting collets, bushings, scales and indicators. ·Loads machine by lifting stock into position. ·Verifies setting by measuring positions, first-run part, and sample workpieces, adhering to standards ·Take measurements ·Detecting malfunctions ·Documents actions by completing production and quality logs. ·Updates job knowledge by participating in educational opportunities, reading technical publications ·Adjusts speeds for optimal finish and efficient grinding times.

To Apply: Apply online at: <https://recruiting.ultipro.com/ARC1018/JobBoard/09f00247-96ed-6a4a-efbe-a0624f74ea2d/OpportunityDetail?opportunityId=77737f2f-2682-4c22-909a-de395034d36f>

Strategic Planning Manager - Operations

Company: Emerson Climate

Address: 1675 Campbell Rd. Sidney, Ohio 45365

Qualifications Desired: Who you are: You observe situational and group dynamics and select best-fit approaches. You provide calmness and productivity, even when things are unclear. You seek ways to improve processes, from small tweaks to complete reengineering. You articulate credible pictures and visions of possibilities that will create sustainable value. You anticipate customer needs and provide services that are beyond customer expectations. You use knowledge of business drivers and how strategies and tactics play out in the market to guide actions. You follow through on commitments. Minimum of 7 Years in Operations or Manufacturing experience. Experience in planning processes, strategic planning, or Operations. Strong written and verbal communications. Presentations skills and Project Management. Effective with cross functional teams, team player, collaborative style, able to navigate with different levels in the organization. Strong and effective problem solving and decision making. MS Office - highly proficient knowledge/skills. Legal Authorization to work in the United States - Sponsorship will not be provided for this role. Preferred Skills and Experience: 10 years of related experience, Modern BI tools: PowerBI, Tableau, Domo, Qlik, etc. Oracle knowledge / familiarity. Lean experience / familiarity.

Education Requirement: Bachelor of Science Degree (Business Management or Engineering). Prefer MBA.

Job Duties: Responsible for operations planning process, strategy deployment process, operational business review management, and ensure alignment with Emerson ComRes and Corporate initiatives. As a Strategic Planning Manager of Operations, you will: Owner of Operations Strategic Planning Cycle. It's effectiveness and alignment with Emerson long term planning, understand the linkage of the three processes.-Profit Review: operations footprint, containment and cost reductions and asset management.-Perfect Execution: NPD, regionalization, customer satisfaction (delivery & quality).-Support and track execution of key initiatives. -Lead operational exhibit data acquisition and reviews before timely submission. Operations Business Reviews Owner, Effective planning and tracking of operational performance against targets, starting with budget, then quarterly operations reviews, monthly operational plan, monthly business reviews, weekly operational pulses; understand assumptions, risk, track progress and execution, keep BU scorecards up to date, analysis of trends, making summaries, optimized data, help to drive accountability at the right positions. Owner of Operational Strategy Deployment. Efficient methodical process to communicate, align and execute the operational business strategy by focusing on the right Priorities using properly the limited resources of people, time and money. Link lower level day a day activities with the company strategy. Process owner to effectively manage the top level operations A'3s, Objectives and Key Results (OKRs) or equivalent and it's alignment with the BU "X" Matrix or equivalent of Cold Chain, ComRes initiatives. Align with the Data & Analytics team to support initiatives for the Operations Team. Lead key analytics expansion projects to support initiatives and continuous improvement in business processes.

To Apply: Apply online at: <https://emerson.taleo.net/careersection/ex/jobdetail.ftl>. Choose Advanced Search. Enter job number 20009513. Click on Search for Jobs. Click on result.

LPN-12 hour shifts

Company: Landings of Sidney

Job Location: Sidney, Ohio

Address: 1150 W Russell Rd. Sidney, Ohio 45365

Qualifications Desired: Must be LPN in good standing and meet all State health requirements.

Experience 3+ years in Assisted Living and/or Long-term care. Knowledgeable of State and local rules, regulations, laws and ordinances relating to licensed senior housing. Previous supervisory and/or management experience in a related healthcare setting. Must have compassion for and desire to work with the elderly.

Must be able to communicate effectively with residents, families, staff, community and State officials and general public, exceptional organizational skills and ability to re-prioritize daily tasks in order to accommodate fluctuating needs of the residents and the Community. Ability to develop systems for monitoring resident health conditions and for ensuring efficient and safe delivery of resident care. Able to supervise department employees using independent judgment and discretion. Must pass criminal background check.

Education Requirement: Licensed LPN in good standing with State Licensing Authority

Job Duties: As a licensed nurse at our community, you'll assist with the comprehensive delivery of personal care services to residents on a day-to-day basis following required regulatory requirements. You will also assist in maintaining a physical, social and psychological environment, which will be conducive to the best interests and welfare of the residents.

To Apply: Apply online at: <https://jobs.jobvite.com/meridiansenior/search?r=&l=Landings%20of%20Sidney&c=&t=>

Delivery Driver

Company: Pizza Hut

Address: 4575 St. Rt. 66 New Bremen, Ohio 45869

Qualifications Desired: A clean driving record - Safety is our priority. You'll also need a valid driver's license, insurance and reliable vehicle. * Friendly demeanor: Smile, tell a joke – treat our customers like you would your family and friends. Think of it this way - a smile and a kind word can mean the difference between a wallet full of tips and just some extra change for your cup holder. * Keen sense of direction: You should know how to read a map and find your way around your delivery area. * Age restrictions: Our delivery drivers need to be at least 18 years old. * Dress the part: We'll provide you with a uniform. We just ask that you keep it clean and come to work wearing it. * You'll need some basic math skills, the desire to work as part of a team and enthusiasm for learning.

Job Duties: Buckle up, hit the open road and start making hungry people happy as a delivery driver for Pizza Hut®. That's right, we'll pay you to cruise around in your mobile office – your car – listening to your own tunes and delivering great pizza – and pasta. What more could you want? Independence, good music and great food – with tips!

To Apply: Apply online at: Apply online at www.Pizzahut.com or at: <https://jobs.pizzahut.com/job/Delivery+Driver-NEW+BREMEN-45869-j-98a201ba-7f2b-42a0-9a28-a5d70100365a>

HR Analyst

Company: Emerson Climate

Address: 1675 Campbell Rd. Sidney, Ohio 45365

Qualifications Desired: WHO YOU ARE: You understand the importance and interdependence of internal customer relationships. You establish and maintain effective customer relationships, consult diverse resources and ask more questions. You stay aligned with your goals and stay productive and engage in collaborative planning. You convert ideas into actions and produce results with new initiatives. You make connections and build relationships in other areas and teams. **REQUIRED EDUCATION, EXPERIENCE & SKILLS:** Strong verbal and written communication skills and professional presentation skills. Ability to work effectively with various levels of the organization. Exceptional customer service focus, including attention to producing quality results. Demonstrated proficiency in the Microsoft Office Suite, Sharepoint, and other data systems. Self-motivated with ability to work independently and on a team. Ability to travel up to 15% of time. Legal authorization to work in the United States - Sponsorship will not be provided for this role. **PREFERRED EDUCATION, EXPERIENCE & SKILLS:** Strong Computer skills, including systems, Power Point, WebEx, etc.

Leadership experience (teams, groups, indirect or direct). Emerson experience. Geographically mobile to enable future advancement. Open to development for further HR assignments.

Education Requirement: Bachelor's degree in Business Administration, communication or other related field plus a minimum of 2 years professional experience.

Job Duties: If you are a Human Resources Analyst looking for an opportunity to grow, Emerson has an exciting opportunity for you! Based in our Sidney, OH location, you will provide guidance and support to leaders and employees in Commercial & Residential Solutions on Rewards & Recognition. Specifically, this role will be responsible for implementing a new recognition program across all the businesses within the platform during 2021 and 2022. Duties and responsibilities are completed under the general guidance of the HR VP for Commercial & Residential Solutions Group. **AS A HUMAN RESOURCES ANALYST, YOU WILL:** Coach and counsel employees, supervisors and managers in the interpretation and application of HR and organizational policies and procedures, assuring fairness and consistency. Provide day-to-day problem resolution support for HR, Finance, and IT employees for multiple businesses across the ComRes platform. Manage employee recognition program and guidelines, coaching managers as needed. Provide Training & Communications support to the business implementation teams during implementation. Provide support and guidance to HR and benefits teams. Perform other duties as assigned to include special projects and programs. Work with businesses to put together an implementation plan.

To Apply: Apply online at: <https://emerson.taleo.net/careersection/ex/jobdetail.ftl>. Click on Advanced Search. Enter job number 20010572. Click on Search for Jobs. Click on result.

Technical Talent Acquisition Specialist/Senior

Company: Emerson Climate

Address: 1675 Campbell Rd. Sidney, Ohio 45365

Qualifications Desired: WHO YOU ARE: You establish and maintain effective customer relationships. You encourage open dialogue to discuss alternative perspectives. You get input early and often in order to draw the complete picture. You think about multiple ways to get the same outcome. Experience specifically sourcing professional talent in technical, engineering, and sales roles, including senior level positions for multiple locations. Experience in environment that incorporates metrics and data to talent acquisition approach.

Experience recruiting for salaried technical and engineering focused roles at multiple levels, including targeting passive candidates through a variety of outreach sources. Experience creatively sourcing and hiring professional salaried talent, consisting of both active and passive candidates. Knowledge of the full recruiting cycle and demonstrated experience using an ATS, e-sourcing tools, social media, HR software applications and Microsoft Office products. Proven positive customer service experience and employee relations skills to facilitate daily interaction, including email, phone and face to face, with internal and external customers. Proven collaborative team player who operates with a sense of urgency, and can prioritize effectively, multi-task as well as identify and develop process improvements and deliver results. Must be detail oriented with project and time management skills with proven track record of meeting set deadlines, with expectation of ongoing disruptions, to provide employee/management customer service. Legal Authorization to work in the United States, unrestricted for an unlimited period of time. - Sponsorship will not be provided for this role. **PREFERRED EXPERIENCE & SKILLS:** Experience specifically sourcing professional talent in technical, engineering, and sales roles, including senior level positions for multiple locations. Experience in environment that incorporates metrics and data to talent acquisition approach

Education Requirement: Bachelor's Degree required plus a minimum of two (2) years related experience or equivalent combination of education and experience. Bachelor's Degree in Human Resources related major preferred and 4 plus years of recruiting experience.

Job Duties: You will be a talent advisor to the HR partners and hiring managers to support professional talent acquisition for the Commercial and Residential Solutions Platform. Facilitating the recruiting process cycle, you will creatively attract and source the best candidates, active and passive, to meet the needs of the business. You'll maintain a deep and current knowledge of the talent market and the Emerson branding while providing positive, professional service to internal and external customers. This role will be based at either our Sidney, OH or St. Louis, MO location. You will: Source and manage diverse candidate pipelines, with active and passive candidates, by utilizing e-recruitment tools, including but not limited to Oracle Recruit, LinkedIn Recruiter, university sourcing, and social & digital media channels. Consult and advise HR leads and hiring managers to gain thorough understanding of their talent needs while effectively managing expectations and overseeing the recruiting and hiring process. Provide professional and responsive communications to all stakeholders in the recruiting process. Screen and evaluate candidates for a variety of roles and at different levels, including phone/video interviews. Drive key talent acquisition metrics by continuously improving the recruitment processes, including updating and monitoring the disposition of candidates in our applicant tracking system. Understand our total compensation/benefits package, company policies, practices and differentiators, and can confidentially communicate them to the candidates, with the ability to influence and negotiate during the offer process. Travel to, participate in and coordinate sourcing events such as diversity campus visits and recruiting fairs when needed. Manage workload to include HR projects as assigned, including participating and contributing in a perfect execution approach toward work processes. We offer the flexibility of a core hour work schedule. Employees can flex their start and stop times given they are working during the core hours of 9:00am - 3:00pm. Our teams work together to ensure their chosen work schedules are supporting our customers. Travel is approximately 5%.

To Apply: Apply online at: <https://emerson.taleo.net/careersection/ex/jobdetail.ftl>. Click Advanced Search. Enter job number 20010506. Click Search for Jobs. Click result.

Server

Company: Pizza Hut

Address: 4575 St. Rt. 66 New Bremen, Ohio 45869

Qualifications Desired: What are we looking for? The good news is that your training will teach you everything you need to know to succeed on the job. But there are a few skills you should have from the get-go: You're a fun and friendly person who values customers and takes absolute pride in everything you do. You know who you are --honest, energetic and fun. You're never short of a smile and take real pride in your work; cope well under pressure and thrive on a challenge. You've got attitude - the right kind of course - and understand the need to be on time, all the time. You understand that work is easier – and more fun – with some teamwork. And you're at least 16 years old.

Job Duties: Being a server at Pizza Hut® is about making hungry people happy – with tips! It's about being independent and having fun, making new friends and earning extra cash. As a Pizza Hut server, you're the smiling face that greets and serves our customers. Working with us will give you the financial rewards and flexibility to suit your lifestyle! You'll learn new things, get recognized for your efforts and learn skills that last a lifetime.

To Apply: Apply online at: Apply online at www.Pizzahut.com or at: <https://jobs.pizzahut.com/job/Server-NEW+BREMEN-45869-j-b65d202b-2404-466c-aea9-a5d701001401>

Food Service Worker

Company: AVI Foodsystems

Job Location: Jackson Center, Ohio

Qualifications Desired: Previous food service experience preferred. Strong work ethic. Ability to communicate with other team members and other departments with professionalism and respect.

Maintain a professional relationship with all team members, vendor representatives, supervisors, managers, customers, and client representatives.

Job Duties: Assist in the preparation of hot and/or cold foods, and properly stores food, utilizing knowledge of temperature requirements and spoilage. Set up stations with entrées, soups, salads, breads, condiments, other food products and utensils. Interact with guests in the serving, retail and dining areas. The hours for this position are typically 8:00am-2:30pm Monday-Friday.

To Apply: Apply at: <https://avi-foodsystems.jobs.net/en-US/job/food-service-worker/J3P07L6B872HBG06BWD>

Temporary Employment Agencies Serving Shelby County

Adecco- Sidney - 937- 498-4458

Associate Staffing LLC– Piqua – 937-451-5063

Barry Staff– Piqua – 937-381-0058

Custom Staffing- Sidney - 937-492-9225

HR Associates- Piqua – 937-778-8563

Surge Staffing—Sidney—937-453-9010

Manpower –Troy — 937-335-5485

Patrick Staffing—Piqua — 937-778-8445

Pete DeLuke—Sidney — 937-497-1515

Spherion—St. Marys **- 419-394-6179

Staffmark—Sidney — 937-498-4131

**** NOTE: Agency has work placement in Shelby County**

327

Apprenticeships: Gain Confidence and Gain Skills!



Edison State Sponsored Apprenticeships

Edison State Community College is a registered apprenticeship sponsor for the state of Ohio. We offer courses that fulfill the required hours of instruction that apprentices need, while they work full-time and learn skills through on-the-job training. Edison State assists employers by maintaining apprentice records verifying that students are completing their training and course work. This program produces the national recognized credential of the DOL's Journey Worker License.

Available Programs:

- Insurance
- Manufacturing
- Information Technologies
- Healthcare

You must:

- Be at least 18 years of age
- Possess a high school diploma or GED Certificate

Employers: If you are interested in participating, please contact Edison State to start the discussion and connect with students!

Have a resume to make a quick connection:

- Edison State or OhioMeansJobs Shelby County can help you with your resume creation

What are the program specifics?

- Length of program is a minimum of 2000 OJT hours
- The apprentice will take college courses that relate to the program
- Starting pay is based on the employer and wage schedule

Where do I apply and learn more?

- Edison State Community College
- <https://www.edisonohio.edu/Apprenticeships/>



Brandi Olberding

DIRECTOR OF APPRENTICESHIPS AND WORK-BASED LEARNING

1973 Edison Drive

Piqua, OH 45356

P 937.381.1533

bolberding@edisonohio.edu

**Due to the COVID-19 Pandemic,
please access our services FROM HOME**

Access Our Website at www.shelbycountyjfs.org

Find information about Public Assistance, OhioMeansJobs Shelby County, Children & Adult Protective Services, and Child Support programs.

Unemployment Benefits

To register for the Stat of Ohio's Unemployment Benefits, apply on-line at
<https://unemployment.ohio.gov> or call 1-877-644-6562.

Cash, Food, & Medicaid Assistance

Clients are asked to submit all applications and verifications for cash, food, and Medicaid in one of the following ways: on-line at <https://SSP.Benefits.Ohio.gov> ; by mail to 227 S. Ohio Ave., Sidney, OH 45365; fax 937.498.7396; or via the agency drop box. Verification documents may be emailed to FMS-Staff@jfs.ohio.gov.

Adult & Children Services

To make a report of suspected child or adult maltreatment call 937-498-4981. If you believe a child or adult is in immediate danger of serious harm call 911. Child and Adult Protective Services can be accessed for emergencies, after regular business hours, by calling the Shelby County Sheriff's Department at 937-498-1111 and asking for the on-call Children Services worker to be paged.

Child Support

Payments for child support can be mailed to Ohio CSPC, PO Box 182372, Columbus, OH 43218-2394. Please include name, SETS number, order number, social security number (optional), and amount applied to each case (if multiple); or by credit/debit card payment with no additional fee at: www.Ohio.smartchildsupport.com or by calling 937-498-4981 option 4. You may print payment histories and communicate with your case-worker by registering at www.jfs.ohio.gov/ocs.

OhioMeansJobs Shelby County Services

For Job Center services, please refer to our OhioMeansJobs Shelby County Facebook page, website at www.shelbycountyjfs.org , or call 937-498-4981.

Unemployment Contacts

Initial Claim Filing:

(877) 644-6562

www.unemployment.ohio.gov

PIN Reset Line:

(866) 962-4064

Unemployment Call Center:

(888) 296-7541

Unemployment Fax Number:

(614) 466-7449

How to Apply for Unemployment Benefits

To register for Unemployment Benefits, claim weeks and obtain general information you can apply online at:

<https://unemployment.Ohio.gov>

or call

1-877-644-6562

It is suggested that you apply online as wait times on the phone are extremely high.

When filing an application, you will need to have the following available:

- Social Security Number, Driver's License, or State ID**
- Name, address, telephone number, and dates of employment for each employer you worked for in the last 18 months.**
- Your dependents name(s) and social security number(s)**
- If interested in Direct Deposit, your bank account number and routing number.**
- Your child support court order or SETS number (OH only) if applicable.**