

Employment and Family Service Specialist 2

The Shelby County Department of Job & Family Services is looking for a highly motivated individual to fill a vacancy in its Employment and Family Services Division. The selected individual will be responsible to work with individuals who have barriers to obtaining and retaining employment. The individual will be determining eligibility for agency programs, including, but not limited to, non-public assistance programs, such as federal and state training programs, the state subsidized child care program, and various Prevention, Retention, and Contingency (PRC) programs.

This position requires the applicant to have:

- One year of experience as an Employment and Family Services Specialist I
- Or two years experience as a Unit Support Worker II
- Or completion of undergraduate major core coursework in behavioral science, social science, or education, with one course or six months experience in interviewing techniques, and one course or six months experience in typing, keyboarding, or word processing.
- Or completion of two years of technical education in behavioral science or social science, one course or six months experience in interviewing techniques, and one course or six months experience in typing, keyboarding, or word processing.
- Or, two courses or one year of experience in behavioral science, social science, or customer service techniques, one course or six months experience in business mathematics, one course or six months experience in business English, one course or six months experience in interviewing techniques, and one course or six months experience in typing, keyboarding, or word processing.
- Or, education, training, and/or experience in an amount equal to the Minimum Qualifications stated above.

Interested individuals should submit a resume and completed application to:

Patricia Raymond-H.R./Support Supervisor
Shelby County Department of Job and Family Services
227 South Ohio Avenue
Sidney, Ohio 45365

Or resumes and applications may be emailed to: Shelbycojfs@yahoo.com

*Salary commensurate with experience and education.

Shelby County Department of Job and Family Services is an Equal Opportunity Employer