



## NOTICE OF VACANCY

### STARK COUNTY JOB AND FAMILY SERVICES

#### Unit Support Worker 2-Children Services

##### SUMMARY

Assists and provides support to Social Workers in the Children Services department

##### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (The functions listed below are intended to depict general job assignments, abilities and responsibilities required of this position. Other duties as assigned.)

Assists staff, customers & the general public with issues relating to child welfare (i.e., child abuse/neglect, information and referral). Acts as a receptionist at the front desk/lobby and mail room. Assists customers, evaluates and processes needs for assistance, and provides support. Provides technical and support assistance (filing, typing, copying, scanning). Performs data entry of case activity. Gathers information and documentation for case records via SACWIS, CRIS-E, court documents and other public records. Prepares forms needed to obtain customer services. Participates in self-sufficiency case plans. Initiates referrals and provides information to service providers for supportive services. Schedules and observes visitations. Documents and prepares dictation for case records. Compiles reports, lists and letters. Scans documents. Serves as information and referral source to customers. Maintains records. Provides assistance for training. Maintains record of case assignments, closings and placements. Prepares reports and statistics. Participates in team meetings and staffings. Facilitates case planning. Cooperates with other social services staff, customers, public officials to promote positive public relations.

##### SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

##### QUALIFICATION REQUIREMENTS:

*To perform this job satisfactorily, the employee must be able to perform each essential function satisfactorily. The requirements and duties lists are representative of the knowledge, skill and ability required. Reasonable accommodations may be made for individuals with disabilities.*

##### EDUCATION AND/OR EXPERIENCE:

High School Diploma or GED required. Twelve months experience as a Unit Support Worker 1 or formal education beyond High School in arithmetic that includes addition, subtraction and reading and writing common English vocabulary. One course or six to twelve months experience in typing, keyboarding or word processing and working in an office environment handling in-person and/or telephone contacts with customers and the general public.

##### CERTIFICATES OR LICENSES:

Valid Driver's License.

**COMPUTER EXPERTISE REQUIRED / EQUIPMENT OPERATED:**

Knowledge of Microsoft Office programs (e.g. Word, Access, Excel, and PowerPoint). Ability to use, enter and retrieve data. Capacity to operate a computer and perform basic word processing type tasks (i.e., graphics, basic spreadsheets). Ability to type 25 - 30 wpm on a standard keyboard.

*The following are examples only of office equipment routinely used and are not intended to be all inclusive:* Computer, printer, typewriter, copy machine, fax machine, telephone, postage meter, scanner and other general office equipment.

To apply, please access the agency's website at [www.starkjfs.org](http://www.starkjfs.org). An online application can be found under the Careers link. Applicants have the ability to upload a letter of interest and current resume. We are an equal opportunity employer that does not discriminate based upon sex, race, creed, color, age, national origin or disability. Applicants may request reasonable accommodations to participate in the interview process.

**PHONE CALLS WILL NOT BE ACCEPTED**