

Richland County Job Posting

Posting Date: Monday, May 10, 2021
Position: Unit Support Worker 2
Department: Job & Family Services
Application Deadline: 4:00 p.m., Friday, June 11, 2021

Position Description:

Richland County Job & Family Services seeks full time Unit Support Worker 2 position.

Responsibilities include greeting, assisting and referring persons applying for or on public assistance to appropriate agency personnel or other agencies.

Minimum requirements:

- Ability to calculate fractions, decimals & percentages;
- Complete forms & write routine correspondences plus;
- 3 courses or 3 months experience in public relations;
- 3 courses or 3 months experience in office practices & procedures;
- 100 hours training or 1 month experience in typing;
- Or education, training and/or experience in an amount equal to the minimum qualifications stated above.

Preferred qualifications: Undergraduate degree in Social Work, Sociology, Psychology or a related field.

Benefits: Ohio Public Employees Retirement System, Insurance

Salary: \$15.32 per hour or more dependent on degree

Applicants may apply online at (resume also required):

<https://mss.richlandcountyoh.us/MSS/employmentopportunities/default.aspx>

- OR -

Applications may also be obtained from and submitted to (resume also required) ->

Richland County Commissioners

50 Park Avenue East

Mansfield, Ohio 44902

Application Deadline: All applications must be submitted to the Richland County Commissioners at the above address **OR** online at the above link above by **4:00 p.m., Friday, June 11, 2021.**

All employees and applicants for employment will be recruited, hired, promoted, transferred, demoted, laid off, terminated, suspended, evaluated, or otherwise dealt with in a fair and equitable manner based solely upon merit, fitness and such bonafide occupational qualifications as each individual might possess. No personnel decision shall be based upon race, color, religion, sex, national origin, age, handicap, disability or other non-job related criteria.