



## Hancock County Job & Family Services

P.O. Box 270  
7814 Co. Rd. 140  
Findlay, Ohio 45839  
TOLL FREE: (800) 228-2732  
PHONE: (419) 422-0182

Randall L. Galbraith, Esq, Director

### ABOUT US

Hancock County Job and Family Services provides our clients with help for today and hope for tomorrow. We strive to develop the means to assist the citizens of Hancock County to achieve their maximum level of self-sufficiency.

### BENEFITS

- Paid Holidays
- Immediate Sick Leave Accrual
- Flexible Schedule Based on Student's Class Schedule
- Career and Resume Building Opportunity
- Access to County Vehicles for Work Purposes
- Retirement Plan with Ohio Public Employees Retirement System
- Discounts at Select Local Businesses
- Student Loan Forgiveness if Transitioned to Full-Time

### POSTING PERIOD

4/29/2024 - 5/10/2024 or until filled

### JOB DUTIES

- Scan Documents
- Input Data and SpeakWrite Notes into State Computer System
- Obtain Records
- Provide Transportation Utilizing County Vehicle
- Supervise Parent/Child Visits
- Track and Distribute Background Checks
- Receive and Distribute Mail
- Complete Social/Medical Histories for Client Cases
- Prepare Informational Packets for Program Areas

### WAGE

- Starting at \$10.45/hour

### MINIMUM QUALIFICATIONS

- Must be a full-time college student

### HOW TO APPLY

- Apply on Indeed, submit a resume by mail, in person, or by email. Emails can be addressed to Chelsea Wentling at [chelsea.wentling@jfs.ohio.gov](mailto:chelsea.wentling@jfs.ohio.gov)

All qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin, ancestry, sexual orientation, veteran status, disability or age.