

**TUSCARAWAS COUNTY JOB & FAMILY SERVICES**

**NOTICE OF VACANCY**

**DATE: September 11, 2015**

**CLASSIFICATION TITLE: Social Service Worker 1**

**CLASS #: 69311**

**POSITION CONTROL NUMBER: 33003.0**

**PAY RANGE: 26**

**UNIT: Case Management II**

**UNDER DIRECT SUPERVISION OF: Toni Anderson, Social Service Supervisor 1**

**Anyone wishing to apply for this position must do so in writing to the Director by 4:30 p.m. on Friday, October 9, 2015. Include in the application all documentation supporting your ability to meet the below-listed minimum qualifications for this position. Attached is a position description describing duties to be performed.**

**MINIMUM QUALIFICATIONS:**

Ability to calculate fractions, decimals, and percentages and to complete forms and to write routine correspondence; plus: 3 courses in public relations (or 3 months experience); 3 courses in interviewing (or 3 months experience); 3 courses in psychology (or 3 months experience in applying principles of psychology to solve problems); 3 courses in social work or sociology (or 3 months experience in performing social work functions or applying principles of sociology to complete tasks); 1 course in counseling (or 1 month experience in counseling clients or patients in institutional or social services agency); high school diploma or GED; 1 course in computer literacy (or 3 months experience); 1 course in typing or terminal keyboard skills with demonstrated ability/experience in the use of such skills; highly recommended, 1 course in child development/2-year degree in early childhood education.

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David W. Haverfield, Director

The Tuscarawas County Job & Family Services does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in the employment or the provision of services.

ATTACHMENT