



Muskingum County Adult and Child Protective Services



Avondale Youth Center

Candace Emmert, Executive Director

IMMEDIATE POSITION POSTING

JOB CLASSIFICATION: Case Aide

SALARY: Commensurate with education, longevity
and work-related experience

Muskingum County Adult and Child Protective Services announces the immediate opening for a Case Aide employee to be located at the downtown agency office and to be supervised by Jeff Nezbeth.

The Case Aide's duties include: data and information activities, case management assistance, State Automated Child Welfare Information System (SACWIS) input and information retrieval, releases and records retrieval, assisting caseworkers with various tasks, assistance with emergencies, phone back-up, and additional duties and responsibilities required as needed throughout the agency.

The applicant must possess a valid driver's license and be at least 21 years of age. Must pass all relevant criminal/civil background checks. High school diploma required.

Please submit a resume to:
Melissa Wood, HR/Public Information Officer
Muskingum County Adult and Child Protective Services
P. O. Box 157
Zanesville, Ohio 43702-0157
Melissa.Wood@jfs.ohio.gov

