



# Muskingum County Adult and Child Protective Services



Avondale Youth Center

Candace Emmert, Executive Director

## **INTERNAL POSITION POSTING**

**JOB CLASSIFICATION:** Visitation and Social Services Aide  
**SALARY:** Commensurate with longevity and agency experience  
**HOURS:** Monday-Thursday, 8:00 a.m. to 6:30 p.m.

Muskingum County Adult and Child Protective Services announces an opening for a Visitation and Social Services Aide position to be located at the downtown agency office and to be supervised by Jeff Nezbeth.

The Visitation and Social Services Aide duties include client visitation support, data and information input and retrieval regarding the State Automated Child Welfare Information System (SACWIS), help with transportation of clients, work with leadership on the execution and successful completion of special events planning, organization of court calendar, phone back-up, assist with drug screening, and other necessary duties as assigned.

**Requirements:** The applicant must possess a valid driver's license, High School Diploma required, must possess strong work ethic, demonstrate a loyalty to the mission of protecting youth and the elderly from abuse, neglect or other forms of maltreatment, and creativity and a strong problem-solving ability are a must.

Muskingum County Adult and Child Protective Services is an EOE/ADA compliant organization.

**Please submit a resume by 4:30 p.m., Wednesday, July 31, 2024 to:**

**Melissa Wood, HR/Public Information Officer  
Muskingum County Adult and Child Protective Services  
PO BOX 157  
Zanesville, Ohio 43702-0157  
Melissa.Wood@jfs.ohio.gov**