

# WE'RE HIRING

# MCJFS

## JOIN OUR TEAM

### Muskingum County Job & Family Services

Human Services ✦ Child Support ✦ Ohio Means Jobs

#### JOB POSITION

**Unit Support Worker 2  
3 Positions**

**Here are a few good reasons why YOU should join our team!**

- Competitive Wages
- Vacation Leave
  - 3.1 hours per pay period = 2 weeks earned per year.
  - Vacation is available to use after completing 6 months of employment.
- Sick Leave
  - 4.6 hours per pay period = 15 days earned per year. Eligible on hire date.
- Personal Leave
  - 24 hours per year (pro-rated by date of hire). Eligible on hire date.
- 13+ Paid holidays per year
- Ohio Public Employees Retirement System:  
Employer contributes 14% of wages
- Muskingum County provides a \$25,000 employer paid Group Term Life Insurance policy.
- Medical Insurance / Dental Insurance / Vision Insurance: Coverage becomes effective the first day of the month following 30 days of active employment.
- Don't have to work nights or weekends!

In addition to the benefits above, MCJFS also offers the following:

- Flex Time Policy
- Sick Leave Conversion
- Tuition Reimbursement
- Degree Bonus
- Deferred Compensation Plans

**Looking for more than just a job?  
Begin your career with us.**

For more information, visit our website!  
[www.muskingumcountyjfs.com](http://www.muskingumcountyjfs.com)

Submit your resume to:  
[muskingum.hr@jfs.ohio.gov](mailto:muskingum.hr@jfs.ohio.gov)



**HUMAN SERVICES • CHILD SUPPORT  
OHIO MEANS JOBS**

Daniel B. Brenneman  
Director

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Zanesville, OH 43702-0100

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www.muskingumcountyjfs.com

**POSITION OPPORTUNITY**

CLASSIFICATION: **UNIT SUPPORT WORKER 2**  
 CLASS NUMBER: 30112  
 BASE SALARY: \$ 17.60 per hour  
 PAY RANGE: 4  
 DIVISION: HUMAN SERVICES  
 JOB LOCATION: 445 Woodlawn Ave. Zanesville, Ohio 43701  
 HOURS OF WORK: Flexible between 7:00 am to 5:00 pm; M thru F

EFFECTIVE: Immediately ~ **3 Positions**

Apply by: Mail: Human Resources Manager  
 Muskingum County Job and Family Services  
 445 Woodlawn Ave./P.O. Box 100  
 Zanesville, Ohio 43702-0100  
 or  
 E-mail: [Muskingum.HR@jfs.ohio.gov](mailto:Muskingum.HR@jfs.ohio.gov)

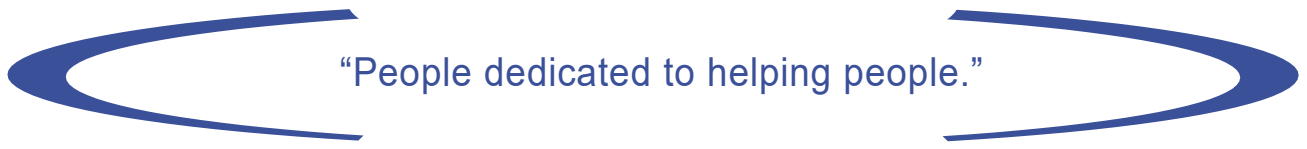
Date Posted: **April 11, 2025** Deadline to Apply: **April 17, 2025**

- Cover Letter & Resume are required.
- Insufficient documentation may disqualify candidate from applicant pool.
- Must be able to pass a drug test, physical and criminal background investigation.

						<u>Type of Position</u>		
<input type="checkbox"/>	Exempt	<input checked="" type="checkbox"/>	Classified	<input checked="" type="checkbox"/>	Permanent	<input type="checkbox"/>	Part Time	
<input checked="" type="checkbox"/>	Bargaining Unit	<input type="checkbox"/>	Unclassified	<input checked="" type="checkbox"/>	Full-Time	<input type="checkbox"/>	Intermittent	

**INTERNAL / EXTERNAL POSTING**

*Muskingum County Job & Family Services is an Equal Opportunity Employer.*



## **JOB DUTIES:**

Direct services to customers. Accepts calls from the public through the call center in a timely, courteous and professional manner. Gathers complete and detailed information pertinent to case processing. Utilizes the Ohio Benefits System (OBS) to research and verify eligibility and case status of assistance groups. Knowledgeable of community resources available and makes referrals as appropriate. Utilizes the call center on-line guide to assist in answering inquiries. Documents information obtained from calls in OBS immediately to allow for follow up by case managers. Works with the Non-Emergency Transportation Program in scheduling transportation or preparing gas vouchers. Also works with the Healthchek Program or associated tasks. Completes income verifications and medical coverage verifications for clients. Sees clients assigned through the Walk-In Queues to answer questions, complete interviews, or address concerns. Adheres to agency telecommunication policy.

Performs a variety of clerical support duties. Duties may include filing, copying and faxing documents and securing, preparing and organizing documents or files for staff members. Schedules appointments in COMPASS/OBS software. Refers to Shared Services line as appropriate. Screens, assigns, and tracks mail in or drop off applications for assistance. Collects data, creates and maintains internal databases and spreadsheets in various formats. Generates reports as needed. Performs word processing duties such as typing letters, schedules, reports, meeting minutes and other documents. Researches the internet and ODJFS Innerweb for information.

If not the primary worker for the above tasks or programs, may be called upon to cover during absences and peak times. Attends meetings, trainings, and conferences. Completes Random Moment Samples (RMS) accurately and timely. Documents the RMS in the case file records. Completes special projects as assigned.

## **MINIMUM QUALIFICATIONS:**

Twelve months experience as a Unit Support Worker 1, 30111 and a valid driver's license.

Or Formal education in arithmetic that includes addition and subtraction, and reading and speaking common English vocabulary, one course or six months experience in typing, keyboarding or word processing, and a valid driver's license. Also requires an additional twelve months experience in typing, keyboarding or word processing and working in an office environment handling in-person and/or telephone contacts with clients, customers and/or general public.

**Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.**