

## **Richland County Job Posting**

Posting Date: Wednesday June 28, 2023  
Position: Service Coordinator  
Department: Youth & Family Council  
Application Deadline: 4:00 p.m., Friday, July 7, 2023

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### **Position Description:**

Richland County Youth & Family Council seeks full-time Service Coordinator position.

Responsible to ensure compliance to the Richland County Service Coordination Mechanism; maintain an average caseload of 25-30 families; maintain regular contact (at least monthly, face-to-face) with families and youth. Conduct Child Adolescent Strengths and Needs Assessment (CANS) with each youth and family within 30 days of referral and every 90 days during the service coordination mechanism process. Conduct monthly service coordination meetings to update and track outcomes. Develop safety plans as needed. Document each contact within 5 business days in the Electronic Health Record.

### **Minimum Acceptable Characteristics:**

- Ability to carry out instructions in written, oral, or picture form;
- Deal with many variables and determine specific action;
- Define problems, collect data, establish facts, and draw valid conclusions;
- Manage deadlines and multiple demands for time;
- Communicate effectively; Maintain confidentiality;
- Prepare accurate documentation; Compile & prepare reports.

**Preferred Qualifications:** Associates or Bachelor's degree in a related field, Social Work license preferred.

**Salary & Benefits:** Starting pay is \$17.43 per hour; Ohio Public Employees Retirement System; Excellent health insurance, Generous leave package including **14** paid holidays, **120** hours sick leave and **24** hours of personal leave annually; Life insurance; Employee assistance program; Paid training; Various optional benefits.

Applicants may apply online at (**resume also required**):

<https://mss.richlandcountyooh.us/MSS/employmentopportunities/default.aspx>

- OR -

Applications may also be obtained from and submitted to (**resume also required**) ->

Richland County Commissioners  
50 Park Avenue East  
Mansfield, Ohio 44902

**Application Deadline:** All applications must be submitted to the Richland County Commissioners at the above address **OR** online at the above link above by **4:00 p.m Friday July 7, 2023.**

All employees and applicants for employment will be recruited, hired, promoted, transferred, demoted, laid off, terminated, suspended, evaluated, or otherwise dealt with in a fair and equitable manner based solely upon merit, fitness and such bonafide occupational qualifications as each individual might possess. No personnel decision shall be based upon race, color, religion, sex, national origin, age, handicap, disability or other non-job related criteria.