
PROFESSIONAL EMPLOYMENT SERVICES REPRESENTATIVE NEEDED

Employer: Geauga County Job and Family Services
Location: 12480 Ravenwood Drive; Chardon, OH 44024
Job title: Employment Services Representative
Position type: Full time, classified civil service
Compensation: \$14.53–\$15.69 hourly based on qualifications and experience
Hours of work: Typically 8:00 a.m.–4:30 p.m. Monday through Friday but can vary based on program need

Summary: Geauga JFS is seeking a resourceful Employment Services Representative to join our OhioMeansJobs Geauga team. He or she must have one year of experience as an Eligibility/Referral Specialist; or completed related coursework; or have equivalent training or experience in behavioral/social sciences, business math and English, interviewing techniques, and word processing.

This position is primarily immersed in the “jobs” component of Job and Family Services, working directly with applicants and clients involved in a variety of workforce development programs under WIOA. He or she seeks to resolve their barriers to employment; solicits and establishes employment/training opportunities through community partners; assists in developing special workforce projects; and represents OhioMeansJobs Geauga at community functions. Many of the position’s components rely on the Ohio Workforce Case Management System (OWCMS).

The successful candidate comes with a strong background in business, is confident in his/her public speaking skills, and displays careful attention to detail. He/she must be comfortable creating new working relationships and able to collaborate well with others. Professional communication and writing skills, as well as a keen proofreader’s eye, are musts.

Requirements: › Bachelor’s degree (preferred) or equivalent studies and experience in human services, social sciences, or business administration
› Advanced capabilities in the Microsoft Office Suite
› Valid driver’s license, proof of insurance, and good driving record
› Ability to pass pre-employment drug screening and FBI/BCI&I background checks

Benefits: › Paid vacation, sick leave, and personal days
› 10 paid holidays per calendar year
› No-cost life insurance coverage
› Excellent rates on medical, dental, and prescription coverage (or waiver option) available

How to apply: Send cover letter, résumé, and [GCJFS Application for Employment](#) to one of the following:

Email: jobs@geaugajfs.org

Fax: 440-286-6654

Mail: Geauga County JFS
Attn: OMJ Position
P.O. Box 309
Chardon, OH 44024

Geauga County Job and Family Services is an Equal Opportunity Employer.