



# Perry County Job and Family Services

## EXTERNAL POSTING

Career Services Outreach Specialists

**Classification:** Social Services Worker II

**Department:** Social Services Unit

**Pay Range:** 28

**PCN:** 30020

**Posted:** May 2, 2024

**Working title:** Career Services Outreach Specialist

**Normal working hours:** 8am – 4:30pm

**Starting Rate: Step 1** \$20.95

**Education Pay:** \$1.00 per hour (Bachelor's Degree)

**Application Deadline:** Until Filled

Applications are available online at [Human Resources - Perry County Job and Family Services \(perryjfs.org\)](https://perryjfs.org)  
Submit completed Application, Resume, and 3 Professional References,  
via email: [PerryHR@jfs.ohio.gov](mailto:PerryHR@jfs.ohio.gov)

Perry County Job and Family Services (PCJFS) is seeking a Career Services Outreach Specialist. This position would be a part of PCJFS's Social Services unit which runs Perry County OhioMeansJobs, the county's leading adult workforce development entity.

This Career Services Outreach Specialist position is an entry-level position which on the front lines of our effort to connect residents to our services, and particularly resources we offer growing the careers of Perry County residents. Our approach to this work is a new one for a social services agency in our region, ideally to the benefit of our community and state.

For this hiring, we are looking for someone able to represent the value of our residents in the workforce to the employers of Perry County people throughout the region. This is likely to be done by someone who is able to build and sustain successful working relationships with business leaders. The ideal candidate will be able to help our customers find their way to more prosperous jobs and careers effectively.

We seek candidates who possess the following competencies:

### Empathy

- Emphasize with customers; believe in their potential without regard to their past.
- Able to recognize barriers (external and internal) people face in living meaningfully, and advocate effectively for new beliefs, behaviors and situations, as well as connecting customers to community resources targeted to their challenges.

### Communication and Advocacy

- Have the drive and self-assurance to leave the office and proactively engage people about the services and opportunities we offer throughout the community.
- Able to present the opportunities of PCJFS effectively to a variety of audiences, from one-on-ones with people on the street to community stakeholder presentations and meetings.

### Mission Alignment

- Understand and support the vision, mission, strategies and goals of the agency, and apply them steadily to the development of your work.
- Diligently attend to the job responsibilities and tasks required to deliver our services, including in workforce development, adult protective services and childcare.



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- Understand the dynamics of how our career and social services activities can achieve our intended impact on people and community.

### **Goal-Oriented**

- Readily and steadily shares observations with leadership and co-workers about PCJFS programming performance, advising on direction and solutions for helping individuals as well as meeting our goals and intended impact.
- Can examine the past trend of a project, project it to a goals-aligned track and understand on their own whether the project is performing as planned.

### **RESPONSIBILITIES:**

- Investigate reports of abuse, neglect, or exploitation of adults and offers protective services, make arrangements & referrals for adults in need of such services
- Utilizes the legal and court system as necessary to provide APS
- Assist in the development of social services programs
- All programs, active, pending and in development per State, Federal, County and agency requirements
- All aspects of WIOA program
- Comprehensive Case Management Employment Program
- Provides Tutoring and Mentoring as needed
- Interviews clients for qualifying programs
- Offers comprehensive guidance counseling as needed
- Serves as back-up for Job Club
- Works with clients eligible for the Re-entry program
- Develops TANF worksites
- Counsels clients and/or their families concerning adjustment, available services and/or legal procedures
- Arranges and/or provides transportation to eligible clients
- Determines eligibility for Child Care services
- Determines eligibility for emergency assistance and self-sufficiency assistance programs (e.g., PRC)
- Certifies homes/providers for Child Care
- Completes ongoing home inspections of Child Care providers
- Completes paperwork for Parent Provider Investigation (PPI)
- Calculates manual payments as necessary for submission to the state
- Conducts mandatory training classes for Child Care providers and recruits new Day Care providers
- Determines eligibility for Title XX services including transportation
- Provides counseling services to customers, devise service plans and providing case management services
- Coordinate Health Check services
- Provides gas vouchers
- Maintains accurate and timely case record
- Prepare and compile social history, court documents, referral data and supportive material



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- Complete form(s), progress notes and write reports as directed and as required by law/policy
- Comply with all Federal and State laws and standards
- Provide assistance to customer(s) in Resource Room, including completing resumes and applications.
- Provide outreach for Social Services. Establish and maintain working relationships with the community around involvement in client care.
- Attends meetings, training and workshops as requested.
- All other duties as assigned

### **Qualifications and requirements sought for this position:**

- Hold a valid driver's license
- Able and willing to drive a larger SUV in rural and urban environments, including during winter conditions
- Carry, lift, set up an outdoor exhibition set-up
- Technical aptitude to solve tech problems in the field

### **MINIMUM CIVIL SERVICE QUALIFICATIONS:**

- Completion of a 4 year degree from an accredited college in social work or similar area of study preferred.
- One year of experience as a Social Services Worker 1, 30131 and valid driver's license.
- **Or** completion of graduate core coursework in behavioral science, Social science early childhood development, education or related fields; and valid driver's license.
- **Or** completion of undergraduate major core coursework or two years of technical training in behavioral science, social science, early childhood development technology, education or related field. Also requires one year of experience in a position similar to a Social Services Worker 1, 30131 or working with children/adults in need of or receiving protective services, or handling adoptions, or counseling persons who have experienced abuse/neglect, and a valid driver's license.
- **Or** two courses in adult psychology one of which must be in the area of gerontology or twelve months' experience, two courses or twelve months' experience in child psychology, two courses in social welfare or other sociology related topic or twelve months' experience, two courses or twelve months' experience in counseling, one course or six months' experience in interviewing techniques, one course or six months' experience in domestic violence, and one course or six months' experience in courtroom procedures. Also requires one year of experience in a position similar to a Social Services Worker 1, 30131 or working with children/adults in need of or receiving protective services, or handling adoptions, or counseling persons who have experienced abuse/neglect, and a valid driver's license.

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