



WAYNE COUNTY Job and Family Services

Phone (330) 287-5800
Fax (330) 287-5899
Toll Free 1-877-612-5800



waynecountyjfs@jfs.ohio.gov
www.waynecountydjfs.com

356 West North Street
P.O. Box 76
Wooster, OH 44691



County Commissioners

Jonathan Hofstetter
Ron Amstutz
Dave McMillen

Director

Richard Owens

EMPLOYMENT OPPORTUNITY

A VACANCY EXISTS FOR AN

Unit Support Worker 2 SS Transportation

**IF YOU ARE INTERESTED IN THIS POSITION, PLEASE SUBMIT A
RESUME. THIS POSITION WILL REMAIN POSTED UNTIL
4:30pm on Friday, November 8, 2024.**

RATE OF PAY: \$ 17.64

DATE POSTED: October 24, 2024

Duties and qualifications are described on the attached
Position Description and Essential Function Statement.

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**Please submit Resume to:**

**WCDJFS, Attn: Business Administrator, P. O. Box 76, Wooster, OH 44691**

**OR hand deliver to WCDJFS, 356 W. North Street, Wooster, OH 44691**

**Wayne County is an Equal Opportunity Employer**

**POSITION DESCRIPTION**

**OHIO DEPT. OF ADMINISTRATIVE SERVICES PERSONNEL DIVISION**

**AGENCY: WAYNE COUNTY DEPT OF JOB AND FAMILY SERVICES**

**UNIT: SOCIAL SERVICES**

State Agency  County Agency  New Position  Change COUNTY OF EMPLOYMENT: WAYNE

USUAL WORKING TITLE OF POSITION: Unit Support Worker 2  
 POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 43000.0 SS PROGRAM ADMINISTRATOR

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
 FROM: 7:30 a.m. to 4:30 p.m. (Mon. Through Fri.)

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

| % | Job Duties in order of importance | Minimum Acceptable Characteristics |
|---|-----------------------------------|------------------------------------|
|---|-----------------------------------|------------------------------------|

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                               |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 65% | Coordinates and processes (i.e.; completes log sheets, data enters spread sheets, completes written reports and all necessary paperwork) Title XX, PRS and Medical Transportation; Verifies client's Medicaid status each month; determines Gas Voucher amounts and issues Vouchers for Medical Transportation. Completes weekly schedules for Medical Transportation. Assists Client Services Personnel with various Clerical duties as necessary. | <u>Knowledge of office practices and procedures; social Welfare issues; data entry functions; transportation services; ability to maintain records and complete forms; file material numerically, alphabetically, and/or chronologically.</u> |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                      |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| 33% | Maintains various spreadsheets that track the number of gas vouchers per month / per client, number of no call—no show for transportation, number of new clients; works with dialysis centers regarding dialysis patients schedule changes. Performs various clerical duties associated with Transportation Files. Assists, receives information from, and finds sources of assistance for, Information & Referral clients via programs within the Agency and other outside Community Agencies. | <u>Ability to refer clients to appropriate personnel, handle contacts with outside agencies, interview others and assist clients with paperwork.</u> |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|

|    |                                                                                                       |                                                          |
|----|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| 2% | Attends training, meetings, state hearings, and other educational programs. Other duties as assigned. | <u>Ability to listen and comprehend new information.</u> |
|----|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------|

Acquired after employment

List Position Numbers and Class Titles of positions directly supervised.

EEO CODE 06 CLASSIFIED

SIGNATURE OF AGENCY REPRESENTATIVE

Richard Owens, Director

DATE

07.29.2020



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## ADDENDUM TO POSITION DESCRIPTION

**Classification:** UNIT SUPPORT WORKER 2

**PCN:** 32001.0A

- A. The incumbent in this position, in order to carry out the job duties, enters and retrieves data from the statewide computer systems.
- B. **ESSENTIAL FUNCTIONS** for purposes of 42 USC 12101 AND OAC 4112-5-08:
1. Coordinates and processes Title XX, PRS and Medical Transportation.
  2. Completes weekly schedules for Medical Transportation.
  3. Maintains various spreadsheets.
  4. Performs various clerical duties associated with Transportation Files.
  5. Attends training, meetings, state hearings, and other educational programs.
  6. Demonstrate regular, punctual and predictable attendance.
  7. Accomplishes job duties in a timely manner.
  8. Cooperates with the public and co-workers in a courteous manner.
  9. Performs related duties as assigned.

\*Face-to-face contact with clients may include some exposure to infectious/contagious diseases, blood and other body fluids or wastes. Clients may be angry/uncooperative.

APPROVED:

\_\_\_\_\_  
Richard Owens, Director

\_\_\_\_\_  
Date

REVISED 08.24.2020