



GEAUGA COUNTY BOARD OF COMMISSIONERS

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12611 Ravenwood Drive, Suite 350 • Chardon, Ohio 44024

JOB OPPORTUNITY #1022
Posted July 10, 2026 until Filled

Position: Social Services Worker
Department: Department on Aging
Pay Grade: 10
Compensation: \$26.57 Excellent Benefits Package

Definition: Under general supervision in accordance with the Agency Organization Chart, provides both long term and short-term care coordination to Geauga County Seniors; Assesses clients to determine need for service; Provides resources to promote health, safety, independence and dignity; Makes referrals to outside resources as needed; Maintains proper documentation; Works on matters requiring confidentiality and discretion; Performs other duties as required

Typical Examples of Duties & Percentage of Time:

- 60-70% Meets with seniors both on and off-site to assess needs; Facilitates the enrollment of eligible clients in county and community programs, Provides assistance and resources with Medicare enrollment, housing needs, public benefits screenings, skilled and non-skilled home care needs; Engages clients in their individualized care plans, goals and objectives; Determines a timetable for services provided, Monitors service delivery, progress and reassesses needs periodically; Revises care plans and inactivates cases no longer needing ongoing assistance; Assists clients in completing required forms and interpreting official documents; Develops and maintains courteous and professional relationships with clients, organizations/agencies and affiliations, supervisors, co-workers and volunteers; Exhibits appropriate behavior through language, positive attitude, dress code and hygiene; Acts as a liaison to social service agencies and other organizations concerned with social services, working directly with service providers in the community to maximize resources for senior citizens; Provides education and resources to client and/or client's support system
- 15-25% Coordinates with Agency personnel on special projects and assignments; Completes documentation on services provided; Input registrations, support services, journal entries and other pertinent client communications into the Agency database; Prepares and maintains various records and reports;
- 5-10% Participates in a variety of public relations activities pertaining to social services, including making presentations; Attends workshops, in-service training and staff meetings; May supervise and direct volunteers and students; Performs related duties as required.

Knowledge, Skills and Abilities

Knowledge of (1) physical and psychological aspects of aging; (2) medical/social principles and practices; (3) office practice and procedures; (4) public and private community resources for senior citizens; (5) needs, problems and concerns of the elderly; (6) County and departmental rules and regulations* ; (7) general social work record keeping practices; (8) principles of supervision and training

Skill in (9) computer operations including Microsoft Office and internet; (10) and other related office equipment.

Ability to (11) deal effectively with the general public, clients, supervisors, co-workers and volunteers; (12) resolve complaints (13) communicate verbally and in writing with others; (14) clearly explain procedures to others; (15) maintain a variety of records; (16) use independent judgment; (17) follow verbal and written instructions; (18) meet schedules and time lines; (19) work independently and productively with minimal supervision; (20) interpret and ensure compliance with applicable regulations, policies and rules.; (21) Maintain professional boundaries with clients (22) adhere to Licensing Board's scope of practice, standards of practice and ethical guidelines as applicable

Suggested Training and Experience Requirements:

Active Ohio Licensed Social Worker (LSW), Licensed Independence Social Worker (LISW) or other Licensed or Certified Healthcare Professional with 2 years of paid experience in a social service field or related capacity preferably with senior citizens; Experience with federal, state, and county regulations and income-based eligibility requirements for assistance; Or any combination of education and experience that provides the requisite knowledge, skills and abilities for the job.

Additional Requirements:

Must pass (test negative) pre-employment drug test.

May work flexible schedule based upon needs of agency

Must pass criminal background checks and public database checks and remain qualified annually.

Must Possess valid Ohio LSW, or LISW license

Must maintain all Licenses and Certifications applicable to position as well as those acquired during the course of employment

Must possess valid Ohio driver's license, or equivalent, and acceptable driving record.

Required to Drive on a regular basis

May be requested to transport clients in a vehicle

May drive personal vehicle for county business.

May be required to drive a county vehicle for county business

Must be certified in First Aid and CPR, issued by an authorized agency.

Must be capable of providing First Aid and CPR

Required to perform moderate physical activity on a daily basis

Require vision (which may be corrected) to read small print

Requires mobility to provide services in institutional and residential settings (walking over 500ft, climbing stairs).

Is subject to varied environmental conditions including office, institutional and residential settings as well as local driving conditions.

Is subjected varied client behaviors and diagnoses

Please submit your resume and application to the Geauga County Commissioners, Attn: Human Resources Administrator#1022 at 12611 Ravenwood Dr. Suite 350, Chardon, OH 44024 OR

e-mail boccjobs@geauga.oh.gov

Details and Application at:

<https://bocc.geauga.oh.gov/public-notifications/job-opportunities>