



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: \$23.94 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>.