



City of
Marion
Ohio

Affirmative Action Committee

Marion City Hall
233 West Center Street
Marion, Ohio 43302

January 4, 2019

TO WHOM IT MAY CONCERN:

The City of Marion has an immediate need to hire a person for the following position at the **Marion Senior Center**.

Social Service Coordinator - This is a full-time position with a pay range of \$12.40 - \$16.53 per hour. Job Description is attached.

Note: - High school diploma or GED required.

- Must be proficient in Microsoft Office products.
- Must have excellent customer service and good problem-solving skills.
- Passing of a Background Check, Physical Examination, Drug and Alcohol Tests are conditions of employment. Must not use any tobacco products.

Application Opening Date/Time: Monday, January 7, 2019 at 8:00 am
 Application Closing Date/Time: Friday, January 25, 2019 at 1:00 pm
 Applications may be obtained from: Human Resources Office, 233 W. Center St., 3rd floor
 - OR - download from www.marionohio.us/employment

It is the policy of the City of Marion not to discriminate in the selection of candidates.

Janell O'Neil, Affirmative Action Secretary
City of Marion

Attachment

cc: Committee Members	Public Works Director Bischoff	Auditor	IT	Probation
Support Data List (AA)	HRAA – O'Connor	Council	Law Director	Senior Center
Mayor Schertzer	HRC – Mayes	Engineering	Municipal Court	Transit
Safety Director Robbins	City Hall – 3 Floors	Fire Dept – 3	Parks	Utility Billing
Service Director Caryer	Airport	Garage	Police Dept	WWTP

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

AN EQUAL OPPORTUNITY EMPLOYER

CITY OF MARION, OHIO
Job Description

Job Title: **SOCIAL SERVICE COORDINATOR**
Department: **SENIOR CENTER**
Reports To: SENIOR CENTER DIRECTOR
FLSA Status: Non-Exempt Non-Bargaining Grade 12
Prepared By: Human Resources
Prepared Date: 5-20-2008

SUMMARY: Answers incoming telephone calls, determines nature of business, directs callers to proper service providers and/or schedules van pickup for the purpose of assisting the elderly clients to remain independent in their homes. Assists elderly callers to remain independent by providing them information and referral to needed services.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following and other duties as assigned:

- Interviews individuals, by phone or in person, and family members, if necessary, to collect information and determine the service(s) needed; refers clients to various agencies as needed for proper handling of identified needs.
- Records the name, date and time of applicable phone calls, service requested and other pertinent information on standard forms.
- Follows up with the department or office to which client was referred to determine disposition; verifies data and follow-up results with client.
- Compiles records, by category and disposition and files required reports.
- Maintains up-to-date reference materials and files; accurate client files and other records as needed; mailing lists; and data input to computer system.
- Administers Senior Food Commodity Program, including client intake, file maintenance, correspondence and billing with Mid-Ohio Food Bank; Coordinates volunteers on distribution day.
- Writes and submits various articles to local news media.
- Performs variety of clerical duties such as: types memos, reports, correspondence and other documents; operates telephone switchboard answering incoming calls, determines nature of business, directing callers to proper service provider, scheduling van pick-ups, making appointments, and answering inquiries; operates two-way radio to dispatch agency vehicles; operation/maintenance requirements relating to vehicles (gas, oil, need for repairs, etc.); issues visitor's pass when required.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities, however, does oversee the work of several volunteers at times.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or GED required; with training in office equipment, practices and procedures preferred. Experience with older adult services/programs is also preferred. Any combination of experience and education which provides the required knowledge, skill and ability may be considered.

Language Skills: Ability to: read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and some government regulations; write reports and correspondence; speak before groups; communicate effectively with clients, agencies, supervisors, officials and others.

Mathematical Skills: Ability to: add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to: apply common sense understanding to carry out instructions in written, oral, or diagram form; deal with problems involving delicate situations requiring discretion.

Computer Skills: Should have knowledge of and skill in the use of the Internet; Microsoft Office products (Word, Excel, Outlook).

Certificates, Licenses, Registrations: Valid Ohio Driver's License.

Other Skills and Abilities: Ability to: operate telephone switchboards and most types of office equipment; maintain pleasant working relationships with fellow employees; clients and others.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is: regularly required to sit; use hands to finger, handle, or feel and talk or hear; frequently required to reach with hands and arms; occasionally required to stand and walk, lift and/or move up to 25 pounds. Specific vision abilities required include close, distance, color and peripheral vision; depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually quiet.