



## POSITION AVAILABLE:

### Social Worker/Legal Assistant

POSTING DATE: Thursday, January 13, 2022  
DEADLINE TO APPLY: Wednesday, January 19, 2022  
DEPARTMENT: Public Defender's Office  
LOCATION: 209 S. Chestnut Street, Suite 400, Ravenna, Ohio 44266  
SCHEDULE: Monday - Friday, 8:00 a.m. - 4:00 p.m.  
SALARY: \$46,550.40/year

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#### JOB OBJECTIVES:

Bachelor or master's degree in social work required along with (1) related training and a minimum of 1-3 years of clinical social work experience (2) a valid and current LCSW or LMSW license is preferred but not required (3) exceptional academic achievement in college indicative of the ability to counsel, aide, interview, and development plans for clients with mental illness, substance abuse issues, family and community issues, veterans, and military clients. Candidate must also be responsible for day-to-day administration of the non-legal functions of the Public Defender's Office. Must also possess a valid Ohio driver's license.

#### MINIMUM QUALIFICATIONS:

A Social Worker/Legal Assistant shall spend much of their employment responsibility conducting intake for new clients, evaluate these clients based upon their mental health, substance abuse and social issue needs, limitations, and desires. A candidate shall be responsible for updating client files, assess and develop treatment plans for clients and coordinate care and treatment between client and the Portage County Courts. A successful candidate must work closely with staff attorneys and provide clients with necessary documents to assist them mental health and substance abuse treatment, counseling, housing, and social services placement.

#### HOW TO APPLY:

Send cover letter and resume by regular U.S. Mail or email to:

**JOHN P. LACZKO, DIRECTOR**  
**PORTAGE COUNTY PUBLIC DEFENDER'S OFFICE**  
**209 S. CHESTNUT STREET, SUITE 400**  
**RAVENNA, OHIO 44266**  
Email: [jlaczko@portageco.com](mailto:jlaczko@portageco.com)

- ALL COVER LETTERS AND RESUMES **MUST BE RECEIVED BY 4:00 P.M. ON THE CLOSING DATE** LISTED ABOVE.

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)