



Job & Family Services

Public Assistance and Administration Location:

449 S. Meridian Street
Ravenna, Ohio 44266
(330)297-3750

Children Services Location:

446 S. Chestnut Street
Ravenna, Ohio 44266
24/7 Abuse/Neglect Hotline (330)296-CARE
Adoption (330)297-3809

Child Support Location:

209 S. Chestnut Street
Ravenna, Ohio 44266
(330)297-3791

OhioMeansJobs Portage County Location:

253 S. Chestnut Street
Ravenna, Ohio 44266
(330)296-2841

Hours of Operation:

Monday-Friday 8:00 a.m. - 4:30 p.m.
Closed all major holidays

Director:

Kellijo Jeffries, MSW, LSW

Portage County Board of Commissioners:

Kathleen Clyde
Vicki A. Kline
Sabrina Christian-Bennett

Internships are available within:

- Public Assistance Division
- Children Services Division
- OhioMeansJobs Division
- Child Support Division
- Public Relations
- Fiscal/Business Services
- Information Technologies

*Thank you for your interest
in Portage County
Job & Family Services!*



Portage County Job & Family Services Internship Program



Job & Family Services

**Education is the most powerful weapon
which you can use to change the world.
-Nelson Mandela-**

ELIGIBILITY REQUIREMENTS

- **Must be an enrolled college student**
- **Must pass background check**
- **An internship must be a requirement of your degree**
- **The degree program must be compatible with education requirements from a Job & Family Services job description**



All Portage county Job & Family Services interns are guaranteed an interview for paid employment after successful completion in the internship program!



APPLICATION PROCESS

- **All Interns must submit an application (applications can be found at www.co.portage.oh.us)**
- **Provide three professional references**
- **Provide a copy of school internship requirements**
- **Complete Interview**

Please send the above information to Anita.Shapasian@jfs.ohio.gov

SELECTION AND EVALUATION PROCESS

- **If selected, PCJFS business Services will call applicant and schedule a time to complete BCI and sign agency required forms, including a confidentiality statement**
- **A tentative schedule will be provided to the intern candidate including parking instructions and supervisor assignment**
- **An intern start date is contingent on the intern meeting background check requirements**

