Catholic Social Services is an anti-poverty agency whose goal is to empower people with the tools they need to reach their full potential. We focus on improving the quality of life of people of all faiths and backgrounds during some of the most vulnerable times of their lives. The staff is deeply connected to the mission, vision and values of the organization. It is the lens by which we provide our services, guided by our core values of impact, compassion, courage and excellence. The ideal candidate demonstrates these values in their action and work with the client and peers.

We currently have openings in Administration, Development and Communication, Supportive Service, Stay the Course and Our Lady of Guadalupe. A full list of responsibilities and qualifications can be found on our website at www.colscss.org.

**Supportive Services Social Worker / Case Manager**

The Social Worker assists seniors, age 60+ residing in Licking County, to help them remain independent in the community. Provides case management activities, assisting with application and maintenance of benefits, medical advocacy, financial management, housing resources and community service linkage.

**Requirements:** Bachelor’s degree in social work and LSW required. Two years’ experience working with older adults.

**Location:** Newark, OH

**Front Office Administrative Assistant**

**Key Responsibilities:** This position is responsible for greeting and providing general support to visitors. Maintain and monitor inventory and ordering of office supplies, schedule meeting and appointment, provide general program support to include filing, coping, faxing and document preparation.

**Requirements:** Associates degree or Office Administration certification or at least two years related experience. Attention to detail, ability to quickly grasp details of assignments, familiar with Microsoft applications.

**Case Manager, Stay the Course program**

*Stay the Course* Case Manager / Navigator champions the persistence of community college students enrolled in the program, by equipping them with the necessary resources and support to successfully graduate with a degree.

**Requirements:** Bachelor’s degree in social work or a related field, required. Two years of case management service experience with diverse, low-income populations.

*Catholic Social Services is an Equal Employment Opportunity, Affirmative Action Employer and is committed to building a diverse and inclusive workforce to reflect and provide culturally responsive services to a diverse community.*

Please submit cover letter and resume to Terri Hurtt, Director of HR, recruiting@colcss.org