



Shelby County

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AREA JOB POSTINGS

January 2022

Week of January 9-January 15

These area job postings were compiled by OhioMeansJobs Center of Shelby County from a sampling of job postings from www.OhioMeansJobs.com.

The "OhioMeansJobs Shelby County AREA JOB POSTINGS" summary will be updated weekly. OhioMeansJobs Center of Shelby County also has job postings which are updated daily. To view these postings and for additional services to assist with your job search, you may visit our Jobs Center at 227 S. Ohio Ave, Sidney Ohio, Monday—Friday, 7:30 a.m.—4:00 p.m, Tuesday, 7:30a.m.-6:00p.m. or visit our website at www.shelbycountyjfs.org.

You can also access our services by phone by calling us at 937-497-2816 or email us at EFS-Staff@jfs.ohio.gov.

OhioMeansJobs Shelby County is a proud partner of the American Job Center Network.



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Ohiomeansjobs Shelby County



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Providing the Community with Employment and Training Services.....

The following services are provided at no charge for employers and job seekers:

- Professional, skilled, and entry level job postings
- Computer access to internet-based job banks
- Job Fairs and Hiring Events
- Resume and cover letter preparation
- Career counseling
- Training and retraining to upgrade skills
- Free job readiness workshops

No appointments are necessary to take advantage of the available programs & services.



Visit us on Facebook

View local job opportunities online at: www.shelbycountyjfs.org

OhioMeansJobs Shelby County is located at: 227 South Ohio Avenue, Sidney

Hours: Monday-Friday 7:30am-4:00pm; Tuesday 7:30am-6:00pm

937-498-4981 ext. 2816

Page Designer

Company: AIM Media Midwest

Job Location: AIM Media Midwest is based in Miamisburg, but qualified candidates may have the opportunity to set up work remotely from any of our AIM Midwest offices located throughout Ohio.

Qualifications Desired: The AIM Media Midwest is looking for a page designer to work for its network of Ohio-based newspapers. The position requires intermediate Adobe InDesign skills. Graphic design and journalism/newspaper knowledge a plus.

Job Duties: AIM Media Midwest is based in Miamisburg, but qualified candidates may have the opportunity to set up work remotely from any of our AIM Midwest offices located throughout Ohio. Please inquire for more details.

To apply: Please send resume, cover letter and three design samples to gpresley@aimmediamidwest.com

Project Manager/Estimator

Company: Sollmann Electric Company

Job Location: Sidney, OH

Address: 310 East Russell Road Sidney, OH 45365

Qualifications Desired: Computer literacy is required and CAD experience is preferred.

Education Requirement: Educational and experience requirements include: 4-year degree in electrical technology or electrical engineering; or completion of a qualified electrician apprenticeship program; or equivalent training and/or experience (5-10 years). Ability to coordinate and supervise a group work effort.

Job Duties: A Project Manager/Estimator will: Prepare and complete estimates for assigned project(s) ranging in size and complexity from small to large. Review proposal specifications, drawings, attend pre-bid meetings, etc. to determine scope of work and required contents of estimate. Coordinate the identification of items and information needed for bid preparation. Utilize computerized estimation software and follow the company's "Estimate Procedures Checklist". Follow awarded contracts as assigned potentially estimating extra work items, change orders, credits, procuring material, etc., and overall management direction for field projects. Review and analyze task code reports of actual cost vs. estimated cost and assume additional responsibilities per supervisor direction. The ideal candidate will be a business-oriented person with superior communication and interpersonal skills (tact, diplomacy, influence, etc.) and an interest and ability to estimate all types of projects/contracts.

To Apply: Apply online at: <https://sollmannelectric.com/apply-online/> or in person at Sollmann Electric Co., 310 E. Russell Road, Sidney, OH 45365, Monday-Friday, 8:00 am-4:00 pm. You may call for additional information at 937-492-0346

Electricians

Company: Sollmann Electric

Address: 310 East Russell Road, Sidney, Ohio 45365

Qualifications Desired: No experience needed, we will provide training!

To Apply: Apply online at: <https://sollmannelectric.com/apply-online/> or in person at Sollmann Electric Co., 310 E. Russell Road, Sidney, OH 45365, Monday-Friday, 8:00 am-4:00 pm. You may call for additional information at 937-492-0346. **Go to** <https://sollmannelectric.com/careers/> and **watch the videos** to learn more about becoming an Electrician at Sollmann Electric.

Cook I

Company: Ohio Living Dorothy Love

Address: 3003 West Cisco Road Sidney, Ohio 45365

Qualifications Desired: One year quantity and/or restaurant-style cooking experience required. Knowledge of cooking methods and food and catering trends with focus on quality, production, sanitation, and presentation required. Experience in food cost and operational control preferred. Proficiency with Point of Sale (POS) and diet management software preferred. Must be able to read, write, speak, and understand the English language.

Education Requirement: High school diploma or equivalent required.

Benefits Offered: Access to the campus wellness center, indoor track, library, video nook, and walking trails throughout our 294 acres of beautiful countryside. Depending on an employee's full-time, part-time or PRN status, they may benefit from: competitive wages; affordable medical, dental, and vision insurance; 403b retirement savings; paid time off including your birthday; training, continuing education, and education assistance; pay advances up to \$500; free meals/meal allowance; the latest technology; unlimited career opportunities and much more!

Job Duties: Prepares food in accordance with company standards and federal, state, and local standards, guidelines, and regulations to ensure that quality nutritional services are provided on a daily basis and that the culinary services are maintained in a clean, safe, and sanitary manner. Responsibilities: Operations Management- Prepares and serves all products and meals so they are palatable and appetizing in appearance by following planned menus and using the recipe cards. Ensures timely and efficient meal service by preparing food in accordance with quality standards, sanitary regulations, and established policies and procedures. Stocks and maintains sufficient levels of food products at line stations to ensure a smooth service period. Portions food products prior to cooking according to standard portion sizes, recipe specifications, and portion control procedures. Reviews production for raw quantities to prepare and estimate required portions. Informs supervisor immediately of product shortages. Communicates inventory of leftover foods to supervisor for integrating into weekly menu. Handles, stores, and rotates all products properly. Assists in maintaining department work areas and equipment in a clean and safe manner by participating in cleaning duties, following sanitation schedule, and disposing of food and waste properly for tables, shelves, walls, grills, broilers, fryers, pasta cookers, sauté burners, convection oven, flat top range, and refrigeration equipment. Refers to daily prep list and opening checklist at the start of each shift and the closing checklist for the end of each shift for assigned duties to complete. Assists with executing catering needs and special events. Assists departmental leadership in development of cooking staff with training and coaching as directed. In the absence of supervisor, assumes the responsibility of food production operations. Quality, Compliance, and Risk Management- Ensures food production of consistently high quality food, always delivering and presenting a quality plate every time. Ensures that the resident's individual needs are met by following special diet orders and serving food in accordance with established portion control procedures. Ensures that culinary services work areas and equipment are maintained in a clean and sanitary manner. Ensures that established quality assurance, infection control, and universal precaution practices are maintained when performing dietary procedures.

To Apply: Apply online at: <https://www.ohioliving.org/>

HR Generalist

Company: Logan Services, Inc.

Job Location: Shelby County

Qualifications Desired: Active Listening – Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. Reading Comprehension – Understand written sentences and paragraphs in work related documents. Approachability – Easy to approach. Spends the extra effort to put others at ease. Is sensitive to and patient with the interpersonal anxieties of others. Communication – Display a very quick grasp of the significance of information communicated and nearly always initiates or responds to communication in an appropriate, timely, and comprehensive manner. Confidentiality – Maintain all client communications and information confidential as per code of ethics, and per client instructions. Management Leadership – Able to guide, direct, or influence people. Resilient, persuasive and earn credibility by delegating and being adaptable. Exhibits strong strategic, operational and decision making skills. Managing and Measuring – Clearly assigns responsibility for tasks and decisions. Sets clear objective and measures. Monitors process, progress and results. Knowledge of Word Processing software is a must. Excellent written and oral communication skills. Strong leadership skills, organizational skills, and attention to detail.

Education Requirement: Bachelor's degree in HR/Business Administration or related field plus 2 years of HR experience

Job Duties: Engage with all employees to earn trust and build relationships in order to authentically support their individual needs. Answer employee questions and concerns; create employee documents; letter request and employment verification. Maintain positive employee relations. Find win-win situations in employee conflicts. Advise management in appropriate resolution of employee relations and provides guidance and interpretation regarding policies, procedures, and programs. Assist the Director of HR by overseeing employee disciplinary meetings, terminations, and investigations. Partner with the Director of HR and Leadership to understand and execute the organizations HR and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning. Manage the talent acquisition process, which includes recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles. Maintain knowledge of trends, best practices, and new technologies in human resources and talent management to ensure the organization attracts and retains top talent. Partner with Talent Acquisition Specialist on all Employee Engagement items and events. Participate in relationship building with exterior organizations such as trade schools, high schools and universities to source talent. Partner with Talent Acquisition Specialist to understand and develop plans to strategically source and develop talent. Participates in managing HRIS and LMS systems. Maintain employee files and HR filing system; conduct audits. Manage the on-boarding process: preparation for new hires, conducting orientation, new hire announcements, and processing new hire paperwork. Manage benefits and enrollment processes. Manage the off-boarding process. Participate in administering and processing employee reviews.

To apply: Email inquiry and resume to careers@logan-inc.com or apply on our website at [Residential HVAC Services in Columbus, Cincinnati, Dayton OH \(logan-inc.com\)](#)

Community Living Specialist

Company: Shelby County Board of Developmental Disabilities

Job Location: Sidney, Ohio

Qualifications Desired: Two (2) years of experience working with individuals with developmental disabilities. Experience working with minimal supervision. Ability to possess and maintain first aid and CPR certifications. Valid Ohio Drivers' License with satisfactory driving record. Successful completion of a pre-employment physical. Satisfactory BCI/FBI and other ODoDD required background checks.

Education Requirement: High School diploma or GED.

Job Duties: Focuses on assisting individuals with developmental disabilities in pursuing recreational and community activities that are important and meaningful to them. Reviews Individual Support Plans (ISP's) to gather information to determine how best to support people in connecting with others. Creates, organizes and implements activities based on needs and desires of people served. Provides direct support, training and experiences for people served who are interested in recreational activities in a variety of locations, including residences, community partner locations and other settings. Works closely with provider partners to determine the need for in-home recreational activities and/or experiences and determines the best ways to support those experiences. Develops relationships with various community individuals and organizations to discover opportunities for connections for people served. Assists with set-up of transportation and support for individuals attending community events to initiate and foster relationships. Assists with the recruitment and/or training of volunteers for activities or events. May provide direction to or oversee volunteers and/or natural supports during activities. May provide assistance to the Shelby County Special Olympics Board in order to ensure that activities and events are held in the expected manner. This may include representing the County Board at meetings, facilitating activities or events, providing oversight at activities or events, providing direct support to individuals at activities or events. Reports all Unusual or Major Unusual Incidents following appropriate policy and procedure.

To apply: Apply online at: www.shelbydd.org

Parts Specialist

Company: Continental Express

Job Location: Sidney, Ohio

Qualifications Desired: Excellent verbal and written communication skills. Must be extremely detail oriented and able to handle multiple tasks simultaneously. Excellent computer knowledge and skill, especially Microsoft Excel and Outlook. Prior experience in a transportation or industrial environment helpful.

Education Requirement: High school diploma required.

Job Duties: Continental Express Inc., a full service transportation company that specializes in hauling refrigerated food products is currently seeking an Administrative Support professional for its Parts Department at its corporate office in Sidney, OH. ESSENTIAL JOB FUNCTIONS: Receive and handle incoming truck parts. Responsible for putting parts away and maintaining inventory levels. Complete necessary paperwork associated with receiving parts. Entering, editing and updating appropriate information in computer system. Interact with technicians and management regarding part locations, inventory levels, etc. Assist with warranty claim filings, part returns and miscellaneous administrative tasks as necessary.

To apply: Send resume to Mark at mgoubeaux@ceioh.com

Driver-Local Home Daily

Company: Lazer Spot, Inc.

Job Location: Sidney, Ohio

Qualifications Desired: Home Every Day. Fast hire process! No orientation! Jobs for CDL-A Drivers. Some sites have job offers for non-cdl drivers.

Job Duties: Lazer Spot, the World's Largest Yard Management Company, is hiring for spotter and shuttle drivers. All positions are home daily, local driving jobs that are 100% no touch freight.

To apply: To find out more about what is offered in your area, call recruiting now: (877)-395-0251 Apply on line att: www.indeed.com or <https://www.indeed.com/viewjob?jk=9879b3ae1dff36f5&tk=1f0gbc7dqu3rv800&from=serp&vjs=3>

Assistant Director of Nursing

Company: Shelby Skilled Nursing and Rehabilitation

Job Location: Sidney, Ohio

Address: 705 Fulton Street, Sidney, Ohio 45365

Qualifications Desired: Nurse management: 1 year (Preferred). US work authorization (Preferred).

Education Requirement: CPR Certification (Required). Associate (Preferred).

Job Duties: Shelby Skilled Nursing and Rehabilitation a 50 bed Skilled Nursing Center is currently seeking a skilled individual to fill the role of Assistant Director of Nursing. Shelby Skilled Nursing and Rehabilitation is committed to providing individualized, compassionate and innovative healthcare services that will inspire each resident to achieve the full and meaningful life they desire. We are looking for the right candidate to help us continue with our commitment to serve our communities. Responsibilities include but are not limited to: Assist in Management of Nursing Department. Assist in Scheduling of Nursing Department. Assist in Management of Regulatory Compliance. Assist in Ensuring Provision of Quality Care and Service. Assist in Staff Development and Education. Assist in Fiscal Management of Department. Collaborate with Facility Management.

To apply: Apply online at: www.indeed.com or <https://www.indeed.com/viewjob?>

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Account Representative

Company: Superior Auto

Job Location: Sidney, Ohio

Qualifications Desired: Must have a valid state driver's license and a good driving record. Must be at least 18 years of age. Proficient to speak, read and write English. 1-2 years' customer service preferred.

Education Requirement: Must have a high school diploma or equivalent.

Job Duties: Superior Auto, Inc. is a growing regional automotive group that is seeking an Account Representative to join our team. Our organization has been around for nearly 50 years, helping our community finance vehicles they need and can afford. With a mission to provide reliable transportation, financing options, and excellent customer service to earn repeat business. Come join our team today! This is a Full-Time position in a retail-like setting, with exceptional benefits, a strong management team that will build your sales and customer service skills. As an Account Representative, you will act as a liaison, provide service and information over the phone and resolve any emerging problems that our customers may face. The target is to ensure you are collecting and servicing customer accounts while maintaining a high level of customer service. At Superior Auto, we seek driven individuals with a positive winning attitude. Superior Auto's ideal candidate is seeking more than a job. Instead, you are pursuing a career that offers unlimited growth within the company!

To apply: Apply online at: www.indeed.com or <https://www.indeed.com/viewjob?jk=e7484fb393947bd8&tk=1f0gb68n8t4lk800&from=serp&vjs=3>

Manager

Company: Burger King

Job Location: Sidney, Ohio

Address: 2115 West Michigan Street, Sidney, Ohio 45365

Qualifications Desired: 1-3 yrs. supervisory or management experience, preferably from a restaurant or retail environment. The ability to train, guide and lead management staff. The ability to work with a high degree of independence and discretion. The ability to work flexible hours. Good problem solving techniques. Good written, verbal, math and interpersonal skills. Good organization and time-management skills. Valid drivers license with reliable transportation.

Job Duties: Instructs, trains, coaches and develops the restaurant team to create an environment where enthusiastic people are recognized and rewarded for achieving organizational and personal goals. Trains new management employees to develop and supervise the crew. Ensures the appropriate staffing of restaurant team to maximize customer service and sales efforts. Works to maximize sales and profits within the restaurant. Responsible for all cash controls and enforcement of Company policies. In conjunction with the Restaurant Manager, prepares and executes local store marketing, merchandising, sales and promotional efforts to increase sales volume and guest traffic. Responsible for ordering, accounting and maintenance of all food and paper inventories. Assures that all safety and security procedures are followed within the restaurant.

To apply: Apply online at: www.indeed.com or <https://www.indeed.com/viewjob?jk=207da688f7a90170&tk=1f0gbc7dqu3rv800&from=serp&vjs=3>

Production

Company: Creative Plastics International, Inc.

Job Location: Jackson Center, Ohio

Address: 18163 Snider Road, Jackson Center, Ohio 45334

Qualifications Desired: 18 years of age. Will provide on the job training. Prior machine operator experience a plus, but not necessary. On the job training provided. Applicants must be 18 years of age.

Education Requirement: HS Diploma or GED preferred

Job Duties: Trained by lead personnel. Functions including: loading of extruded plastic sheet & unloading finished molded plastic parts - machine operation, packaging, light assembly using small hand tools. Follows lead personnel direction to manufacturer particular quantity of a certain part. Uses part drawing, current pattern and/or check fixture to assure item is being produced to customer part specification. Inspect product during production. Labels part and shipment per instruction. Packages product appropriately for transport to customer. Completes production run in timely manner and documents production time.. Notifies lead personnel when item(s) are complete. Responsible for maintaining clean work area. Cross trained to perform other company functions as needed.

To apply: Applications for full-time, 1st shift Production Associates now being accepted at Creative Plastics International (CPI). No experience, no problem. ** Applicants may apply in person at our main office located at 18163 Snider Road, Jackson Center, OH 45334 between the hours of 8:00a - 3:00p Monday thru Friday OR Applicants may follow instructions found at http://www.creativeplastics-thermoforming.com/job_seekers to download, complete and email completed application. Note: Anyone who is interviewed and subsequently offered a position is based on minimum passing requirements of a 9 panel drug screen plus oxy, math industry test (9th grade level), and stayability test (predicts likelihood that employee will stick with us at least two years).

Part-Time Case Management-Social Worker

Company: Wilson Health

Job Location: Sidney, Ohio

Qualifications Desired: At least one year experience as medical social worker. At least two (2) years experienced in discharge planning. Notary Public within 1 year of hire.

Education Requirement: Minimum requirement is LSW with a Bachelor's degree in Social Work. Preferred LISW with Master's Degree in Social Work.

Job Duties: According to established practice and professional standards, performs social work service and intervention including assessment, planning, counseling, discharge planning, community resource referral, and protective services. Performs assessment of assigned patients and establishes a plan of care appropriate to the age of the patients assigned. Those patients include the pediatric, adolescent, young-middle aged, adult, geriatric and psychiatric patient. Demonstrates the ability to effectively and efficiently evaluate a patient's social, emotional and physical needs in relation to his/her health care needs and resulting discharge needs. Demonstrates the ability to develop and implement a treatment modality to assist with the adjustment to illness, to help prevent dysfunctional patterns of interaction from developing which could interfere with long-term adjustment and treatment, and to address identified post-discharge needs. Demonstrates the ability to develop positive effective relationships with patients, significant others, health care team members, and community agencies. Establishes and develops cooperative working relationships with outside community agencies and facilities. Serves as a liaison between hospital and outside agencies, facilities, and professionals. Provides counseling services to patients and/or significant others in individual, couple, family or group settings as necessary. Counsels patients on alternatives and their consequences related to discharge planning or other psychosocial needs. Assists health care team members in understanding and respecting psychosocial issues related to medical care. Demonstrates ability to utilize resources in community to benefit the patient and/or significant others at discharge. Refers patients and significant others to appropriate community resources to meet discharge and other psychosocial need.

Working Hours: 20 hours a week, 1st shift

To apply: Apply online at: www.indeed.com or <https://www.indeed.com/viewjob?jk=21e81fca4f39f560&from=serp&vjs=3>

Customer Service Representative

Company: AAA Shelby County

Job Location: Sidney, Ohio

Qualifications Desired: The position requires essential customer service and communication skills.

Education Requirement: Must have a high school diploma or GED. Ideal candidates should have some PC skills.

Job Duties: AAA Shelby County is seeking a Membership Service Representative to join our team. This position is responsible for assisting in AAA Membership Sales and Service to also include basic travel planning, Emergency Road Service dispatching, driver training administration, answering and directing incoming calls within the office. Selling and setting up AAA Memberships. Answering customer questions. Assisting Members with travel, membership and Emergency Road Service concerns. Administration work involved with Driver Education program. Billing and processing of membership renewal statements. Manage financial transactions and purchases using cash registers and appropriate software systems. Engage with members/customers in a friendly and professional manner while actively listening to their concerns. Work as a team player and contributing to a positive working environment.

To apply: Apply online at: www.indeed.com or <https://www.indeed.com/viewjob?cmp=AAA-Shelby-County&t=Customer+Service+Representative&jk=c641a0bd8a5d3e15&vjs=3>

Planner 1

Company: City of Sidney

Job Location: Sidney, Ohio

Qualifications Desired: General knowledge of City government functions. A valid Driver's License. Must maintain residency in Shelby County or adjacent county within 1 year after hired.

Education Requirement: Bachelor's Degree in Urban Planning or related field; Master's degree preferred.

Job Duties: The Planner 1 is responsible for and performs a variety of administrative, technical, and professional work related to the programs and services of the Community Development Department: assists with permits, report writing, zoning applications, public information distribution, Zoning Code enforcement, and a variety of special projects.

To apply: Apply online at: www.indeed.com, <https://www.sidneyoh.com/Jobs.aspx?UniqueId=99&From=All&CommunityJobs=False&JobID=Planner-1-60> or <https://www.indeed.com/viewjob?jk=4160fa74da1aba28&tk=1fois2ajku4gv801&from=serp&vjs=3>

Digital Engagement Manager

Company: Crown Equipment

Job Location: Auglaize County

Qualifications Desired: Understanding of how content, design, and user interface work together to create an optimal user experience. Mobile, tablet, and responsive web design experience strongly preferred. Fluent in development optimization techniques to deliver the best user experiences in the most technically efficient manner. Knowledge of user experience processes and best practices. Highly creative individual with balance of implementation and business knowledge. Excellent ability to communicate concepts and design rationale both verbally and in writing. Ability to prioritize projects, work within short time frames, and meet deadlines. Proactive, flexible self-starter with strong interpersonal and team building skills.

Education Requirement: Bachelor's degree (Marketing, Digital Design UX, Psychology or equivalent), along with 5-7 years' related experience.

Job Duties: Inform the overall approach of driving conversions and providing the best customer experience possible by understanding the customer journey and the conversion funnel on the Company's web sites, while maintaining company website strategy. Collaborate across Marketing, Information Technology (IT), and business operations to develop and implement holistic user experiences and web capabilities that enable differentiation in the global marketplace. Help direct performance metrics monitoring, reporting, and prioritization of projects. Collaborate with development, infrastructure, operational, global regions, and project teams to address user experience issues and develop recommended solutions for the company's digital assets, primarily the company's website. Make strategic recommendations on how to leverage the applicable platforms' assets. Utilize web analytics data to initiate iterative design changes and drive strategy behind user experience. Collaborate closely with the digital, creative, content and retail marketing teams to translate concepts and messaging into effective digital experiences. Lead the global SEO strategy and provide guidance for the overall SEM strategy while collaborating on the execution of tactics, process improvements, keyword research, website optimization, off-site promotion, advanced link building, campaign performance tracking and testing of new design concepts and create working drawings, storyboards, and layouts to evaluate and present the ideas. Collaborate with development team to ensure correct implementation of approved design direction. Lead and coordinate testing of site enhancements and bug fixes. Perform duties such as creating/revising job descriptions, conducting Talent Development discussion sessions, rating performance, establishing/tracking goals and completing annual wage reviews.

To apply: Apply online at: <https://us-careers.crown.com/job/New-Bremen-Digital-Engagement-Manager-OH-45869/828329700/>

Apprentice Sheetmetal

Company: Area Energy & Electric, Inc.

Job Location: Sidney, Ohio

Address: 2001 Commerce Drive, Sidney, Ohio 45365

Qualifications Desired: High-level interpersonal relationship skills, proficiency in communication skills, eager to learn and able to perform manual labor. Current driver's license, and insurable with no major infractions. Understand the hazards and safety practices involved in working around construction equipment and moving machinery. Basic math skills, basic computer skills.

Education Requirement: High school diploma, G.E.D. or equivalent studies

Job Duties: Work with and support skilled tradesmen in installation of sheet metal and/or duct systems at commercial and industrial locations. Training for apprentice will be provided for the following: Responsibilities and Duties. Reads blueprints and interprets specifications. Installs hangars or supports for systems. Assists with the assembly and installation of HVAC equipment as necessary. Keeps equipment in good working order and insures proper and timely maintenance is performed on equipment. Follows all OSHA and TPMC standards for safety. Keeps work area clear of unnecessary clutter and performs routine clean-up as needed. Off-loading deliveries and loading truck at job sites.

To apply: Apply online at: www.indeed.com or <https://www.indeed.com/viewjob?jk=da203b386a31c9ca&tk=1foirvse7t57m800&from=serp&vjs=3>

Office Supervisor

Company: AVI Foodsystems, Inc.

Job Location: Sidney, Ohio

Qualifications Desired: Excellent communication and organizational skills. Ability to delegate and multi-task, while working in a fast-paced environment. Self-motivated and able to motivate others. Working knowledge of Microsoft Office: Word and Excel. Previous administrative and clerical experience, including office management.

Job Duties: Maintain vendor relationships and update contact information as necessary. Balance and authorize petty cash disbursements. Supervise data entry to ensure stock, food and pastry orders are entered timely and accurately. Supervise inter-office mail distribution to field personnel. Order office supplies. Assist in the recruiting, interviewing, drug testing, completing new hire paperwork and training new team members. Greet visitors to the branch in a pleasant and informed manner. Organize, prioritize and designate maintenance calls to Mechanics. Perform other clerical/administrative functions as necessary. Prepare other miscellaneous reports or subject research as requested.

To apply: Apply online at: www.indeed.com or <https://www.indeed.com/viewjob?jk=0b283e40d47677bd&tk=1fois2ajku4gv801&from=serp&vjs=3>

Bar Manager

Company: American Legion Post 323

Job Location: Auglaize County

Qualifications Desired: Management, customer service, and bartending experience is preferred, but not required. Basic use of Microsoft Excel is required.

Job Duties: Hours are expected to be 40 hours a week, with 15 hours a week designated for daytime bartending (preferred). Some evenings and weekends may be required as necessary. American Legion Post 323 is in need of a full time Bar Manager. The manager position is responsible for maintaining the bar and kitchen, as well as booking events for our back hall. Manager responsibilities are (but not limited to): Employee work schedules, inventory (kitchen and bar), tracking profit/loss, aiding the Post Treasurer in documentation for audits, scheduling events for the bar and kitchen, and advertising and booking events for the back hall.

To apply: Please send all resumes and/or inquiries to justinmarshall60@yahoo.com

Part-Time Busser

Company: 17 West

Job Location: Auglaize County

Qualifications Desired: One or more years in the restaurant industry preferred. One must have strong attention to detail, patient, and conscientious. Have the ability to follow established procedures and processes very closely. Have the ability to make decisions cautiously. Communication is factual, polite, and professional in nature. Have the ability to work at a consistent and steady pace for long periods of time. One will be subject to wet floors, temperature extremes, and loud noises. Must be able to bend, stoop, lift, and carry up to 25 pounds on a regular basis. Must be able to stand for long periods of time and move from area to area.

Job Duties: Sort and rinse dirty dishes, glass, tableware, and other cooking utensils and place them in dish racks to send through the dish machine. Sort and stack clean dishes, transport clean dishes to proper storage areas. Washes dishes, pots & pans by hand as needed following the correct order of wash, rinse & sanitize. Properly clean the dish machine following the proper procedure. Sweep kitchen and dish area floors throughout the shift. Dispose of the trash in the dumpster. Follow all health and safety regulations. All other duties as assigned.

To apply: Apply online at: <https://us-careers.crown.com/17West/job/New-Bremen-Dishwasher-Busser-%28Part-Time%29-%24500-Sign-On-Bonus-OH-45869/827710400/>

Reference Code: 102055

Part-Time Site Assistant

Company: SafeHaven

Job Location: Sidney, Ohio

Address: Attn: Executive Director, 633 N. Wayne Street, Piqua, Ohio 45356

Qualifications Desired: Must be caring and encouraging, skilled in working with others, able to teach basic coping skills, supportive, and organized. This is a starter position for mental health consumers.

Job Duties: Seeking motivated part-time staff to facilitate daily schedule of support groups, educational classes, and various activities at SafeHaven in Sidney two days per week.

To apply: Send resume and cover letter to SafeHaven Inc., Attn: Executive Director, 633 N. Wayne Street, Piqua, OH 45356 by 5pm January 18, 2022.

Part-Time Transportation Specialist

Company: SafeHaven

Job Location: Sidney, Ohio

Address: Attn: Executive Director, 633 N. Wayne Street, Piqua, Ohio 45356

Qualifications Desired: Must have good driving record. Must be safety-minded, friendly, patient, and caring. Mental health consumers encouraged to apply.

Job Duties: Seeking part-time driver. Approximately minimum wage, to transport individuals with mental health needs throughout Shelby County to and from our Sidney SafeHaven site.

To apply: Send resume and cover letter to SafeHaven Inc., Attn: Executive Director, 633 N. Wayne Street, Piqua, OH 45356 by 5pm January 18, 2022.

Dietary Worker

Company: Wilson Health

Job Location: Sidney, Ohio

Qualifications Desired: 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 Requirement: High school diploma or general education degree (GED) preferred; or one to three months related experience and/or training; or equivalent combination of education and experience.

Job Duties: Prepares dishwasher for operation and empties when finished. Responsible for dismantling and washing all meal trays. Responsible for steaming carts after meal service. Unloads the dishwasher and maintains sanitary conditions in the work area. Records temperature of dish machine. Stores all clean utensils and dishes. Washes all pots and pans and any item that cannot be washed in the dishwasher. Before storing, checks all items to ensure that they are clean and dry. Prepares and serves coffee and beverages for meal service and transports and picks up meal carts for units on the floor. Responsible for sweeping, mopping and disposing of trash in proper containers. Reports any needed supplies, faulty working equipment, accidents, problems, etc. Performs related work as assigned.

To apply: Apply online at: <https://wilsonhospital.hirecentric.com/jobs/202784.html>

HR Coordinator

Company: Pete DeLuke & Associates, Inc.

Address: 1443 N. Main Ave. Sidney, Ohio 45365

Qualifications Desired: Requirements: (Must Have Experience In) * Recruiting Experience * Computer Skills- Outlook, Word, Excel * Phone Skills~ Good Customer Service * Interviewing Skills * Creativity Skills* People Skills * Filing Skills/ Organization Skills * Good Work History * Maintaining employee records * Looking for qualified candidates, * Providing orientation * Handling employee inquiries. Looking for at least 3-5 yrs. experience

Education Requirement: Associate's Degree

Job Duties: Pete DeLuke & Associates, Inc is looking for an HR Coordinator for our Office.

To apply: Email: michellepda@wcoil.com

Data Engineer -

Software Product Development

Company: Crown Equipment Corporation

Job Location: Troy, Ohio

Qualifications Desired: Minimum Qualifications: 5 years of related experience, including intermediate level experience in SQL, NoSQL, ETL, or Data Integration. Good written, verbal, analytical and interpersonal skills. Ability to occasionally travel with overnight stays (0-5%). Reliable transportation to travel locally between company locations during scheduled workday. Preferred Qualifications: Data-related experience with, or similar to: AWS Technologies (RDS, SQS, S3, EC2, etc.), Aurora/MySQL (SQL), DynamoDB (NoSQL), ElastiCache (in-memory cache), Kibana (log files), RedShift (data warehouse), SnapLogic (ETL Services).

Education Requirement: Bachelor's degree in Computer Science, Software or Computer Engineering, Information Systems, or related field

Job Duties: This position is based in our Troy, Ohio office with possible option to work from the New Bremen, Ohio global headquarters.

To apply: <https://us-careers.crown.com/job/Troy-Data-Engineer-Software-Product-Development-OH-45373/829694400/>

Production Weekend Crew

Company: Hydro Extrusion North America

Job Location: Sidney, Ohio

Qualifications Desired: Prior experience working in a fast-paced, manufacturing environment is desired.

Assembly or Machine Operator/Heavy Press experience is a plus. CNC experience is a plus.

Education Requirement: High School Diploma or GED equivalent

Job Duties: Set-up and operate electronically controlled, high production, precision fabrication machine to produce parts that meet rigid quality standards while achieving high productivity levels as instructed by the Supervisor. Responsible for operating the machine in the safest manner possible. Read work orders or receive oral instructions to determine work assignments, material or equipment needs. Read plans, instructions, or specifications to determine work activities. Safely and efficiently operator assigned equipment or machine. Lifts and stacks product. Maintains efficiency standards set for assigned area. Maintains good housekeeping of work areas.

Working Hours & Pay: Full-Time; Friday, Saturday, & Sunday; Day shift - 6am-6pm - \$17.13/hr to start. Increase to \$18.34 after 6 months. Night shift - 6pm-6am - \$17.63/hr to start. Increase to \$18.84 after 6 months.

To Apply: To apply please go to: [Norsk Hydro](#)

Customer Service Representative

Company: Ivex Protective Packaging

Job Location: Sidney, Ohio

Qualifications Desired: 2+ years of experience as a Sales Representative or Front Desk Representative or related role in the Customer Service industry. Excellent knowledge about CRM SoftWares like Zoho, Zendesk, etc. Knowledge of social media will be an added benefit. Ability to provide results under pressure. Excellent communication and interpersonal skills. Good problem-solving skills.

Education Requirement: Bachelor's degree in any discipline. High School Diploma with relevant experience will also be considered.

Job Duties: Update and maintain customer information in the database. Understand the kind of services we offer during the job training. Provide customers with all the information that they require. Keep track of customer accounts by recording their account information and the issues they have reported. Handle customer complaints actively and ensure its resolution on time. Take orders and calculate the charges by processing customers' information. Answer customer questions and maintain healthy relationships with the customers. Review customer accounts for any changes. Resolve customer complaints on time and ensure the quality of services is maintained. Handle change in policies of the company and explain them to the customer. Generate sales leads for our clients. Maintain a record of all the tasks undertaken and submit it to the higher management.

To Apply: Apply online at: www.indeed.com or <https://www.indeed.com/viewjob?jk=d042cfdcfca136c0&from=serp&vjs=3>

Human Resources Coordinator

Company: Clopay

Job Location: Troy, Ohio

Qualifications Desired: A minimum of 2 years of experience in a Human Resources environment, preferably in a manufacturing facility. Experience with automated payroll systems. Excellent computer skills, including all Windows applications. Oracle experience preferred. Excellent oral and written communication skills are essential.

Education Requirement: High School degree required, college degree preferred.

Job Duties: Clopay Corporation is North America's largest residential garage door manufacturer. We pride ourselves on delivering exceptional customer service as well as unsurpassed quality and innovative products. Our employees are the cornerstone of our success and we are looking for dynamic individuals to join our team. We have an excellent opportunity for a Human Resources Coordinator at our Troy, Ohio manufacturing location. In this position, the successful candidate will be responsible for the following duties: 1. Provides general administrative support such as preparing correspondence, forms and reports, arranging meetings, processing confidential reports and documents, etc. 2. Prepares source documentation for new hires or effective changes in pay, status or benefits. 3. Establishes, maintains and controls personnel, employee, and recruitment records. 4. Provide recruiting support for plant positions. 5. Coordinates various Human Resources events and meetings. 6. Prepares paperwork needed to create new employee profile and place new employee on payroll. 7. Assist with open enrollment, new hire orientation and training as required. 8. Assist with bi-weekly payroll as required.

To Apply: Apply online at: [Clopay Talent Network \(jobs.net\)](http://ClopayTalentNetwork(jobs.net))

Executive Director

Company: Big Brothers Big Sisters

Job Location: Shelby & Darke County

Qualifications Desired: Outstanding interpersonal communication skills with the ability to relate to diverse groups of people. Experience in budgeting, fund development, and grant writing preferred. Experience or connection in a youth-serving field highly preferred. Reliable transportation with valid driver's license; able to work flexible hours and occasional evenings/weekends to meet agency needs. Must pass criminal history background check and pre-employment drug screening

Education Requirement: Bachelor's degree from an accredited university

Job Duties: The Executive Director is responsible for overall leadership and strategic plan execution for the agency. Main responsibilities include ensuring quality program delivery, sustainable funding sources and levels for agency programs, and setting expectations for agency staff. The Executive Director also serves as the official spokesperson for the agency and protects and promotes the reputation of the agency in communities served. Main Job Duties: Administrative Responsibilities: Responsible for overall leadership and coordination of execution in the day-to-day operation of the Agency 1. Develops and administers program activities of the Agency in accordance with its stated purpose and within the general policies and Big Brothers Big Sisters of America ("BBBSA") Service Delivery Model as formulated by the Board of Directors. 2. Assumes responsibility for personnel management including hiring and releasing staff, delegation of responsibilities, development and administration of sound personnel practices. 3. Prepares the Agency budget and presents and interprets budgetary requirements 4. Allocates general operating costs among county programs and facilitates communication between Agency and Satellite Resource Groups 5. Operates the Agency within budgetary and funding restraints, oversees financial controls, presents monthly financial statements to the Board of Directors; works in partnership with engaged accounting firms to complete annual financial audit and Form 990 6. Measures and reports on program effectiveness and outcomes 7. Aligns Agency policies and procedures with BBBSA Standards of Practice Funding Responsibilities: Accountable for funding levels and responsible fundraising practices 1. Develops and implements fundraising plan in partnership with Board of Directors, staff, and volunteers with cultivation, solicitation, and stewardship components 2. Oversees donor stewardship 3. Partners with all United Way funding affiliates for reporting and required partnership activities 4. Oversees grant writer and reviews grant applications; submits required grant reporting Program. Responsibilities: Final accountability for execution of Agency mission 1. Reports on program effectiveness and outcomes 2. Oversees implementation of Agency programs in congruence with BBBSA Service Delivery Model; handles elevated program issues 3. Recruits volunteers, with respect to the needs of the Agency in terms of numbers, demographics, and acceptable volunteer attributes 4. Manages any needed process or policy changes needed in program administration Community Relations: Serves as official spokesperson, builds brand reputation throughout service area 1. Serves as an official spokesperson for Big Brothers Big Sisters of Shelby & Darke County to community businesses and organizations 2. Creates increased awareness and understanding for the purpose of soliciting advocacy, financial, and non-financial support 3. Becomes involved in activities and organizations in the community in support of the Agency's public relations needs 4. Leverages Big Brothers Big Sisters of America, the Board of Directors, and all other resources for the purpose of promoting positive community relations and program outcomes. Board Responsibilities: Reports information and coordinates strategy execution with the Board of Directors and its committees 1. Keeps the Board of Directors up-to-date on current practices and procedures within the Agency and in the field of human services 2. Translates financial statements and reporting to keep the Board of Directors informed of the Agency's financial needs 3. Coordinates with the Board of Directors to ensure that the Agency's stated mission and purpose being accomplished 4. Performs special duties as requested by the Board and its committees 5. Assists the Board of Directors in evaluating the achievements of short and long-range goals on an on-going basis 6. Meets with the Executive Committee to discuss Agency and Board of Director agendas 7. Ensures the orientation of new Board members. Supervisory Responsibilities: Coaches, encourages Agency staff to reach individual and Agency goals. 1. Coaches and evaluates staff direct reports and handles any elevated personnel issues. 2. Delegates responsibilities with accountability metrics and holds staff accountable 3. Oversees hiring and on-boarding process for new staff members. 4. Provides opportunities for on-going staff development at regular staff meetings and external training. Accountable for: • Agency performance on goals defined in the Strategic Plan • Adequate financial and volunteer resources in all counties served • Maintaining positive relationships with donors, local officials, and community and school partners • Compliance with BBBSA Program Standards of Practice and Service Delivery Model.

To Apply: To apply, send resume and cover letter by January 28, 2022 to Big Brothers Big Sisters Board President:

tom@sidneybodycarstar.com

Preschool Assistant (Office Administration)

Company: Shelby County Board of Developmental Disabilities

Job Location: Sidney, Ohio

Qualifications Desired: Proficiency in the use of Excel, Microsoft Word, PowerPoint, etc. General knowledge of office practices and procedures. Demonstrated typing, telephone, reception and computer skills. Ability to multi-task and work in a fast-paced office environment that includes multiple interruptions. Previous administrative experience in a school setting is desirable. Successful completion of a pre-employment physical, BCI/FBI background check and multiple database background checks as defined by ODODD Rule5123-2-02.

Education Requirement: High School Diploma or equivalent.

Job Duties: Relieves the Director of routine administrative duties. Prepares confidential correspondence. Assists in securing substitute teachers and para-professionals as needed. Answers multi-line telephone system, screens callers, relays messages, greets visitors and monitors the keycard entry system. Enters data and creates reports. Maintains various databases (SameGoal, Brittco, KReady, One Call Now, IEP and scanning software). Coordinates monthly screenings and summer assessments, conducts follow-up with families, schedules Individualized Education Plan (IEP) and Evaluation Team Report (ETR) meetings. Provides Local Education Agencies (LEA's) with data to meet state regulations. Coordinates with district EMIS data entry personnel to match DD data with district data. Maintains the child count report for ODE. Maintains student emergency medical forms. Schedules parent teacher conferences and transition to kindergarten meetings. Manages the annual online typical preschool application process and coordinates follow-up appointments. Maintains records/receipts for all typical student tuition payments. Requests supplies and processes purchase orders. Troubleshoots copier and laminator issues. Collects and distributes mail. Collects and reconciles staff time sheets and leave requests.

Working Hours: Full-time, 230 days – 8 hours per day; 5 days per week mid-August thru late-May; 3 days per week during June, July, first part of August

Starting Wage: \$14.49 to \$19.97 per hour based on experience.

To apply: www.shelbydd.org

Assistant Store Manager

Company: Dollar Tree

Job Location: Sidney, Ohio

Qualifications Desired: Prefer store management experience in retail, grocery, or drug store environments. **Physical Requirements:** Ability to regularly lift up to 40 lbs. (and occasionally, up to 55 lbs.) from floor level to above shoulder height; must be able to meet demands of frequent walking, standing, stooping, kneeling, climbing, pushing, pulling, and repetitive lifting, with or without reasonable accommodation. **Availability:** Ability to work flexible, full-time schedule to include days, evenings, weekends and holidays.

Education Requirement: Prefer completion of high school or equivalent. Ability to read, interpret and explain to other's operational directives (e.g., merchandise schematics, etc).

Job Duties: As a Family Dollar Assistant Store Manager you will responsible for providing exceptional service to our customers. A key priority includes assisting the Store Manager in the daily operation of the store. Under the direction of the Store Manager, you will also be responsible for maintaining inventories, store appearance and completing daily paperwork. **Principal Duties & Responsibilities:** Greets and assists customers in a positive, approachable manner. Answers questions and resolves customer inquiries and concerns. Maintains a presence in the store by providing excellent customer service. Ensures a clean, well-stocked store for customers. At the direction of the Store Manager, supervises, trains, and develops Store Associates on Family Dollar operating practices and procedures. Assists in unloading all merchandise from delivery truck, organizes merchandise, and transfers merchandise from stockroom to store. Assists Store Manager in ordering merchandise and record keeping to include payroll, scheduling and cash register deposits and receipts. Supports Store Manager in loss prevention efforts. Assumes certain management responsibilities in absence of Store Manager. Follows all Company policies and procedures.

To Apply: Apply online at: www.familydollar.com/careers

Sales Floor Associate-Sidney

Company: Dollar Tree

Job Location: Sidney, Ohio

Address: 2250 Michigan Avenue, Sidney, Ohio 45365

Qualifications Desired: General math skills to allow for cash accounting. Strong verbal communication skills to allow for proper interaction with customers. High level of integrity and honesty; will be responsible for handling cash. Our teams are working tirelessly to provide a clean and safe environment for our Associates and customers. We continue to enhance and modify our protocols, as appropriate. This includes: Plexiglass guards at cash registers. Associates conduct home health screenings two hours prior to their shift. Managers conduct in-store health screenings of each associate prior to shift. Cleaning protocols that include hand sanitizer and supplies to clean throughout the day. Social Distancing by maintaining at least six feet between yourself and shoppers. Face masks and gloves for Associates to wear during their shifts.

Job Duties: Responsible for assisting with the complete operations of assigned store, in conjunction with assigned tasks and duties. Assist in the merchandising of the store. Fully cross-trained to assist with cash register operations, customer service and stock replenishment.

Principal Duties and Responsibilities: Handle all sales transactions while operating assigned cash register. Maintains security of all cash. Protects all company assets. Maintains a high level of good customer service. Maintains a pleasant, friendly, cooperative attitude with customers, co-workers and supervisors. Receives merchandise. Assist with unloading trucks. Works in a safe manner. Adheres to and upholds policies and procedures.

To apply: Apply online at: https://www.eyworkforceservices.com/job-posting.cfm?CBO_ID=6258&CLIENT_ID=18&JOB_ID=2417862

Charge Nurse-LPN

Company: Ohio Living Dorothy Love

Address: 3003 West Cisco Road Sidney, Ohio 45365

Qualifications Desired: One year of clinical experience in a hospital, long term care facility, or other related health care facility preferred. Supervisory experience in a long-term care, hospital, or other related healthcare setting preferred. Must be able to read, write, speak, and understand the English language. Proficiency with electronic medical records (EMR) preferred.

Education Requirement: Current unencumbered license for the state of Ohio to practice as a Licensed Practical Nurse (LPN).

Benefits Offered: Access to the campus wellness center, indoor track, library, video nook, and walking trails throughout our 294 acres of beautiful countryside. Depending on an employee's full-time, part-time or PRN status, they may benefit from: competitive wages; affordable medical, dental, and vision insurance; 403b retirement savings; paid time off including your birthday; training, continuing education, and education assistance; pay advances up to \$500; free meals/meal allowance; the latest technology; unlimited career opportunities and much more!

Job Duties: The Charge Nurse - LPN supervises the day-to-day nursing activities of the State Tested Nursing Assistants (STNA) in accordance with company standards and federal, state, and local standards, guidelines, and regulations to ensure that the highest degree of quality care is maintained at all times. • Ensures that nursing procedures are followed by nursing service personnel, and that they reflect the day-to-day nursing care procedures used by the facility. • Participates in the maintenance and implementation of the facility's quality assurance program. • Ensures the procedures for the administration, storage and control of medications and supplies are being followed by nursing staff. • Ensures that resident rooms, treatment areas, work areas and equipment are maintained in a clean, sanitary, and safe manner. Weekend shift positions and Afternoon positions currently available.

To Apply: Apply online: <https://www.ohioliving.org/>

PRN-RN Field Staff

Company: Ohio Living Dorothy Love

Address: 3003 West Cisco Road Sidney, Ohio 45365

Qualifications Desired: One year experience in acute care or medical-surgical nursing required. Experience in a Medicare-certified home health agency preferred. Proficiency with Windows, Microsoft Office (Word, Excel, PowerPoint), and the internet required. Proficiency with electronic medical records (EMR) preferred. Other Requirements- Must be able to read, write, speak, and understand the English language. Must possess a valid driver's license and acceptable driving record. Must be insurable under professional liability and crime coverage policies as specified by insurance carrier underwriting standards.

Education Requirement: Current unencumbered license for the state of Ohio to practice as a Registered Nurse (RN) required.

Benefits Offered: Our residents and employees have access to the campus wellness center, indoor track, library, video nook, and walking trails throughout our 294 acres of beautiful countryside. Depending on an employee's full-time, part-time or PRN status, they may benefit from: competitive wages; affordable medical, dental, and vision insurance; 403b retirement savings; paid time off including your birthday; training, continuing education, and education assistance; pay advances up to \$500; free meals/meal allowance; the latest technology; unlimited career opportunities and much more!

Job Duties: The RN Field Staff is responsible for the planning, coordination and delivery of quality home health and hospice care and services, ensuring compliance in accordance with company standards and federal, state, and local standards, guidelines, and regulations. **RESPONSIBILITIES:** Care Management and Service Delivery- Provides ongoing assessment and nursing care to patient in homes and health care facilities. Ensures an accurate evaluation of patient needs, develops and implements a comprehensive care plan that addresses current needs. For home health, identifies when patients need or qualify for additional services and notifies appropriate team member or team leader. Follows current nursing professional standards of practice and agency approved protocols for home health and hospice. Provides quality plan and symptom management for the comfort of patients. Communicates with other health care providers about changes in condition and patient needs. Assesses patient and caregiver needs and provides education when necessary. Commitment to high quality customer service for internal and external customers. Oversees the implementation of the patient's plan of care. Evaluates the effectiveness of the plan on an ongoing basis. Prepares for IDG by reviewing Care Plan, reconciling medications and projecting patient/family needs, if applicable. Quality and Compliance Management- Audits and maintains current and accurate patient records through use of laptop computers and paper/chart documentation in accordance with policies, federal, state, and local guidelines. Participates in quality improvement projects as needed. Maintains knowledge of requirements of regulatory agencies, accrediting bodies, and third party payers. People Management and Development- Coaches and influences the work of LPN Field Staff and Home Health Aides regarding the performance expectations of their position. Fosters a positive work environment that attracts, retains, and motivates employees. Interviews, selects, and orients new employees. Defines, establishes, and promotes performance expectations so staff understands and demonstrates excellence through high quality and consistent performance. Evaluates job performance of staff in accordance with the company policy and procedure and provides developmental guidance to staff for improved performance and growth. Monitors accountability with organization requirements prescribed by the Employee Handbook. Participates in the development, planning, scheduling, conducting, and monitoring of in-service training programs, on-the-job training, and orientation programs for departmental staff. May assist to ensure that there is a reasonable and sufficient plan for staffing should a direct report be absent or a position be vacant. Responds timely and thoughtfully to questions, requests, and work product from departmental staff that has been provided for review and approval. All other duties as assigned.

To Apply: Apply online: <https://www.ohioliving.org/>

STNA

Company: Ohio Living Dorothy Love

Address: 3003 West Cisco Road Sidney, Ohio 45365

Qualifications Desired: No experience required; on-the-job training provided. Must be able to read, write, speak, and understand the English language.

Education Requirement: High school diploma or equivalent required. State Tested Nursing Assistant (STNA) in good standing on the Ohio Department of Health Nurse Aide Registry required.

Benefits Offered: Our residents and employees have access to the campus wellness center, indoor track, library, video nook, and walking trails throughout our 294 acres of beautiful countryside. Depending on an employee's full-time, part-time or PRN status, they may benefit from: competitive wages; affordable medical, dental, and vision insurance; 403b retirement savings; paid time off including your birthday; training, continuing education, and education assistance; pay advances up to \$500; free meals/meal allowance; the latest technology; unlimited career opportunities and much more!

Job Duties: The State Tested Nursing Assistant (STNA) provides residents and patients with the highest level of quality routine daily nursing care in accordance with company standards and federal, state, and local standards, guidelines, and regulations. Care Management and Service Delivery: Provides daily resident and patient care in accordance with the nursing procedures and as instructed by the Charge Nurse. Ensures that the Plan of Care is maintained for the resident or patient. Provides for assigned resident and patient Activities of Daily Living (ADL) including personal hygiene, elimination, comfort and safety, ambulation, lifting, skin care, nutrition, and hydration. Assists with the care of the dying resident and provides post-mortem care. Observes and reports the presence of pressure areas and skin breakdown. Assists with the application of nursing treatments as required. Provides daily rehabilitative/restorative procedures as required. Creates and maintains an atmosphere of warmth and personal interest, as well as a calm environment throughout the unit. Answers resident calls promptly. Operations Management: Checks rooms for all medications and unauthorized food items, reporting findings to the Charge Nurse. Maintains resident and patient rooms, work areas/equipment in a clean, sanitary and safe manner and follows established infection control/standard precautions, reporting all hazardous conditions to the Charge Nurse immediately. Attends care conferences as directed by Charge Nurse. Attends all-employee and departmental meetings and in-service training as scheduled or as directed. Willingly and consistently shares observations and insights of departmental operations that may improve quality and efficiencies of department. Administration and Reporting: Measures and records all entries, such as ADL coding, intake/output, temperatures, weight, etc. in the electronic medical record (EMR) or as directed by the Charge Nurse. Reports all changes in resident's or patient's condition to the Charge Nurse as soon as practical. Reports all concerns and complaints voiced or shared by residents, patients, or family members. All other duties as assigned. Full Time; 2nd shift. 2nd shift = \$1.50/per hour shift differential; \$1,000 sign-on bonus.

To Apply: Apply online at: <https://www.ohioliving.org/>

Housekeeping/Floor Care Associate

Company: Ohio Living Dorothy Love

Address: 3003 West Cisco Road Sidney, Ohio 45365

Qualifications Desired: • One year experience in housekeeping preferred. • Knowledge with care of various types of floors and the respective appropriate cleaning materials and equipment to use preferred. Must be able to read, write, speak, and understand the English language.

Education Requirement: High school diploma or equivalent required.

Benefits Offered: Our residents and employees have access to the campus wellness center, indoor track, library, video nook, and walking trails throughout our 294 acres of beautiful countryside. Depending on an employee's full-time, part-time or PRN status, they may benefit from: competitive wages; affordable medical, dental, and vision insurance; 403b retirement savings; paid time off including your birthday; training, continuing education, and education assistance; pay advances up to \$500; free meals/meal allowance; the latest technology; unlimited career opportunities and much more!

Job Duties: The Floor Care Associate performs the day-to-day activities of the Housekeeping Department in accordance with company standards and current federal, state, and local standards, guidelines, and regulations to ensure that the retirement community is maintained in a clean, safe, and comfortable manner. • Reports any damage or repairs to facilities, supplies, or equipment needing done to the supervisor. • Willingly and consistently shares observations and insights of departmental operations that may improve quality and efficiencies of department. • Attends all-employee and departmental meetings and in-service training as scheduled or as directed. • Listens and responds to resident, client, and staff member needs. • Honors resident personal and property rights when performing housekeeping duties. • Maintains current and accurate records through use of computers and/or other documentation in accordance with company standards and federal, state, and local standards, guidelines, and regulations. Working hours: 7a-3p or 5a-1p or 6a-2p.

To Apply: Apply online at: <https://www.ohioliving.org/>

Die Casting Operator

Company: Apex Die Casting Co. Inc.

Job Location: Piqua, Ohio

Address: 8877 Sherry Drive, Piqua, Ohio 45356

Qualifications Desired: Support the Apex Mission and Vision Statements by ensuring to cast and trim parts in a timely manner while observing all quality and safety procedures. Position requires to stand for long periods of time, capable of performing visual inspections, hearing instructions and communicating effectively. Other requirements are walking, bending, arm extension, and lifting up to 75lbs repetitively for 8-hour shift. Must be productive while on company time.

Education Requirement: High School Graduate/GED

Job Duties: Operating DCM by: Spraying die mold, closing die cast machine door, pushing and holding both Cycle Start buttons to close and lock die. Activating machine to inject molten aluminum into die mold. Retrieve part after process has been completed. Inspect part for defects, place on table for additional inspection and trimmer. Must maintain minimum 65% monthly operator rating. Operating the Trim Die by: Loading die cast part in trim die, trimming to work instruction specifications. Removing trim parts as assigned. Packing parts into a box or tote according to work instructions making sure WIP tag is on the box or tote. Must perform at or above the parts trimmed per hour set by CPT. Other duties as directed.

To apply: Please send your resume to Erin at Apex Aluminum Die Casting. HRA@apexdiecasting.com

CNC Machine Operators

Company: Apex Die Casting Co. Inc.

Job Location: Piqua, Ohio

Address: 8877 Sherry Drive, Piqua, Ohio 45356

Qualifications Desired: Dedicated, hard worker who has reliable attendance and experienced Mill or Lathe operator. Must be able to stand for long periods of time, capable of performing visual inspections, hearing instructions and communicating effectively. Able to reach and use Mic's.

Education Requirement: High School Graduate/GED

Job Duties: Operate CNC Machines, Vertical and Horizontal Mills and Lathes in a timely manner while observing all safety procedures. Operating manual and automated machines. Moving and packing parts. Proper handling of parts per the router. Perform regular quality checks. Complete all related paperwork accurately and timely. Maintain a clean work area. Other duties assigned.

To apply: Please send your resume to Erin at Apex Aluminum Die Casting. HRA@apexdiecasting.com

Temporary Employment Agencies Serving Shelby County

Adecco- Sidney - 937- 498-4458

Associate Staffing LLC– Piqua – 937-451-5063

Barry Staff– Piqua – 937-381-0058

Custom Staffing- Sidney - 937-492-9225

Express Pros -Sidney—937-538-4250

First Diversity—419-722-0577

HR Associates- Piqua – 937-778-8563

Surge Staffing—Sidney—937-453-9010

Manpower –Troy — 937-335-5485

Patrick Staffing—Piqua — 937-778-8445

Pete DeLuke—Sidney — 937-497-1515

Spherion—St. Marys **- 419-394-6179

Staffmark—Sidney — 937-498-4131

Hunter International Recruiting-Avon-440-389-3441 (*has positions in Sidney)

**** NOTE: Agency has work placement in Shelby County**



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- Automation and Robotics
- Marketing
- Help Desk Support
- Medical Assisting
- Phlebotomy
- Pharmacy Technician (online with ed2go)
- Networking

PROGRAM HIGHLIGHTS

- Advance your current role while earning college credit.
- Fast completion times. Work can be completed in a year or less.
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Shelby County

A proud partner of the American Job Center network

AREA JOB POSTINGS

January 2022

Week of January 9-January 15

Shelby County Department of Job and Family Services

227 S. Ohio Ave
Sidney, Ohio 45365
937-498-4981

Access Our Website at www.shelbycountyjfs.org

Find information about Public Assistance, [OhioMeansJobs Shelby County](http://OhioMeansJobsShelbyCounty.org), Children & Adult Protective Services, and Child Support programs.

Unemployment Benefits

To register for the State of Ohio's Unemployment Benefits, apply on-line at <https://unemployment.ohio.gov> or call 1-877-644-6562.

Cash, Food, & Medicaid Assistance

Clients are asked to submit all applications and verifications for cash, food, and Medicaid in one of the following ways: in-person at the front desk, on-line at <https://SSP.Benefits.Ohio.gov>; by mail to 227 S. Ohio Ave., Sidney, OH 45365; fax 937.498.7396; or via the agency drop box. Verification documents may be emailed to FMS-Staff@jfs.ohio.gov.

Adult & Children Services

To make a report of suspected child or adult maltreatment call 937-498-4981. If you believe a child or adult is in immediate danger of serious harm call 911. Child and Adult Protective Services can be accessed for emergencies, after regular business hours, by calling the Shelby County Sheriff's Department at 937-498-1111 and asking for the on-call Children Services worker to be paged.

Child Support

Payments for child support can be mailed to Ohio CSPC, PO Box 182372, Columbus, OH 43218-2394. Please include name, SETS number, order number, social security number (optional), and amount applied to each case (if multiple); or by credit/debit card payment with no additional fee at: www.Ohio.smartchildsupport.com or by calling 937-498-4981 option 4. You may print payment histories and communicate with your case-worker by registering at www.jfs.ohio.gov/ocs.

OhioMeansJobs Shelby County Services

Visit us Monday —Friday, 7:30 AM - 4:00 PM, and until 6:00 p.m. on Tuesdays. You can also access Job Center services by calling 937-497-2816, or go to our Facebook page, [OhioMeansJobs Shelby County](https://www.facebook.com/OhioMeansJobsShelbyCounty), or our website, www.shelbycountyjfs.org.

Unemployment Contacts

Initial Claim Filing:

(877) 644-6562

www.unemployment.ohio.gov

PIN Reset Line:

(866) 962-4064

Workforce Information Hotline:

(888) 296-7541

Unemployment Fax Number:

(614) 466-7449

How to Apply for Unemployment Benefits

To register for Unemployment Benefits, claim weeks and obtain general information you can apply online at:

<https://unemployment.Ohio.gov>

or call

1-877-644-6562

It is suggested that you apply online as wait times on the phone are extremely high.

When filing an application, you will need to have the following available:

- Social Security Number, Driver's License, or State ID**
- Name, address, telephone number, and dates of employment for each employer you worked for in the last 18 months.**
- Your dependents name(s) and social security number(s)**
- If interested in Direct Deposit, your bank account number and routing number.**
- Your child support court order or SETS number (OH only) if applicable.**