



CAREER OPPORTUNITY

Title: Assistant Director – Northern Counties

Hours: Full Time, Exempt, 37.5 hours/week, daytime hours

Brief Description:

A community-based position to assist and develop programming. Also, support the Northern Counties Director's implementation, evaluation, marketing and supervision of mental health services, food distribution, parenting and senior services. Key responsibilities include speaking engagements, enhancing the development and implementation of programming. Also, the ability to request funding and report to funders.

Minimum Requirements:

- A Master's degree in Public Health, Social Work or Business Administration
- Graduate of an approved school of nursing and licensed to practice in the state of Ohio as an RN –OR– Bachelor's degree in Social Work or related field and licensed to practice in the state of Ohio as LSW
- At least two years prior experience in home health care, medical social work, geriatrics or an appropriate substitute
- Ability to work as a team member
- Demonstrated ability to document and write reports; knowledge of computer software and accounting practices
- Knowledge of Adult National Core indicators
- Knowledge of data analysis
- Two years' experience in supervision or a related substitute

Interested candidates should send a resume with salary requirement to:

*Attention: Human Resources
Catholic Social Services of the Miami Valley
922 W. Riverview Ave., Dayton, Ohio 45402*

*or email jobs@cssmv.org
or fax to 937.222.6750*