

# Lutheran Social Services of Central Ohio

“Creating a better world by serving people in need”

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## LSS Job Postings

### EOE

<b>Faith Mission/Faith Housing</b> Engagement Specialists (FT/PRN) Security Officers (2 <sup>nd</sup> /3 <sup>rd</sup> ) Custodian (Part time) Intake Specialist (PT/FT) Cook (Full time) Case Manager (PT) Resource Center Specialist (FT)	<b>LSS of Southern Ohio</b>  <b>Kensington Place</b>  <b>LSS / Affordable Housing</b>  <b>LSS / 750 E Broad Street</b>	<b>The Good Shepherd Home</b>  <b>Lutheran Village of Ashland</b>  <b>LSS of Northern Ohio</b>  <b>Outreach Ministries</b>
<b>Food Pantry</b> Asst. Food Pantry Manager		

To apply for any of these positions, please complete and submit a job posting application.

### Faith Mission / Faith Housing

#### Shelter + Care Case Manager (Part-Time)

Job Position - Seeking a part-time (10 hours/week) Shelter + Care Case Manager for the Faith Mission Supportive Housing Program. You will be responsible for assisting 9 residents in maintaining mental health linkage, ensure housing stability, and support individual growth. This individual will also be responsible for coordination of client referral and contact with community resources. The Case Manager will also be responsible for maintaining accurate case notes, documentation of all client interactions and submission of monthly CQI reports. The Case Manager will also assist with crisis and de-escalation intervention when necessary. A four year degree in Social Work or related field and LSW required. Experience in working mental health field also required. To apply for this position: submit application along with resume to Tiffany Makley, HR/Training Manager, Faith Mission – 315 E. Long Street, Columbus, OH 43215 or via email to [tmakley@lssco.org](mailto:tmakley@lssco.org) or fax to 614-388-5707.

#### Security Officers (Full-time/Part-time 2<sup>nd</sup> & 3<sup>rd</sup> Shift)

Job Position - Seeking full-time & part-time Security Officers to be responsible for ensuring the security and safety of staff, clients, volunteers, and facilities at Faith Mission/Faith Housing properties. Security Officers respond to and report incidents and/or violations that affect security and safety and act as a general security presence for the Shelter by circulating among clients, visitors, and employees. These are full-time or part-time **weekends**, 2<sup>nd</sup> and 3<sup>rd</sup> shift positions. To apply for these positions: submit application along with resume to Tiffany Makley, HR/Training Manager, Faith Mission – 315 E. Long Street, Columbus, OH 43215 or via email to [tmakley@lssco.org](mailto:tmakley@lssco.org) or fax to 614-388-5707.

#### Engagement Specialist (FT & Contingent)

Job Position - Seeking 2<sup>nd</sup> & 3<sup>rd</sup> shift and contingent (on-call) Engagement Specialists to work with homeless individuals at the Faith Mission Men's and Women's Shelters. You will assist by providing administrative and support services with added responsibility for the cleanliness, sanitation and safety of resident dorms and assigned areas. Prior experience working with homeless, mentally ill, or chemically dependent individuals preferred, but will train. Excellent customer service and communication skills required! To apply for these positions, submit application along with resume to Tiffany Makley,

HR/Training Manager, Faith Mission – 315 E. Long Street, Columbus, OH 43215 or via email to [tmakley@lssco.org](mailto:tmakley@lssco.org) or fax to 614-388-5707.

### **Custodian (Part-Time)**

Job Position - Seeking a part-time Custodian / Maintenance Technician responsible for cleaning and general maintenance. Responsibilities will include proper procedures for cleaning, stripping and waxing of floors, emptying trash, dust mopping, maintaining the highest degree of overall cleanliness. Maintenance responsibilities include, repairing and maintaining the upkeep of light fixtures by replacing light bulbs, painting and repairing of walls, snow removal and grounds upkeep as needed. Position is 4 hours/day, 5 days/week ideally from 10am – 2pm, Monday – Friday. Must have 3 years experience in general building maintenance and 5-10 years custodial experience and the capability to lift heavy items and work under extreme conditions. To apply for this position submit application along with resume to Tiffany Makley, HR/Training Manager, Faith Mission – 315 E. Long Street, Columbus, OH 43215 or via email to [tmakley@lssco.org](mailto:tmakley@lssco.org) or fax to 614-388-5707.

### **Intake Specialist (Part-Time & Full-time)**

Job Position - Seeking a 1<sup>st</sup> shift Part time, weekends only Intake Specialist & a Full-time, 2<sup>nd</sup> shift, Wed – Sunday Intake Specialist to work with individuals by completing the admission process in assessing the needs for all incoming residents/clients as directed by program expectations, policies and procedures. Prior experience working with homeless, mentally ill, or chemically dependent individuals preferred, but will train. Excellent written, verbal, time management and computer skills required. Knowledge of community resources as it pertains to client base a plus. To apply, submit application along with resume to: HR Manager, 315 East Long Street; Columbus, OH 43215, or via email to [tmakley@lssco.org](mailto:tmakley@lssco.org) or fax to 614-388-5707.

### **Cook (Full-Time, 1<sup>st</sup>/2<sup>nd</sup> Shift)**

Job Position - Seeking a full-time cook to be responsible for preparation, cooking, and serving of proper portions of entree food items in accordance with planned menus and recipes. Major duties include ensuring meals are appetizing and nutritionally balanced, utilizing proper food storage techniques, and coordinating and assisting volunteer efforts. Ideal candidate must be able to work with a diverse group of people, be knowledgeable in quantity cooking procedures and principles, and must be able to stand for long periods of time. To apply for this position, submit application along with resume to: Faith Mission - HR Manager, 315 E. Long Street, Columbus, OH 43215.

### **Resource Center Specialist (Full-time)**

Job Position - Seeking a full-time Resource Center Specialist to work with a diverse client base to provide employment and income building resources, support and referrals, provide access to benefits application and housing assistance services. Bachelor's Degree in Human Services, Education, related field or equivalent experience required. Excellent written, verbal, time management, organizational, and computer skills also required. To apply, submit application along with resume to: HR Manager, 315 East Long Street; Columbus, OH 43215, or via email to [tmakley@lssco.org](mailto:tmakley@lssco.org) or fax to 614-388-5707.

## **Food Pantry**

### **Assistant Food Pantry Manager – Westside Pantry**

Job Position – Lutheran Social Services is seeking a full time Assistant Food Pantry Manager for our Westside Choice Food Pantry. This individual will assist the Food Pantry Manager with daily operations of the pantry including organizing, coordinating and supervising volunteer staff, providing assistance to individuals in need of emergency food assistance, coordinating the intake of food items, and assisting the Food Pantry Manager with maintaining service statistics and regular record keeping. The ideal candidate must have a high school diploma or GED, outstanding communications skills both verbal and written, solid organizational skills, and demonstrated leadership ability. This position also requires the ability to lift 5-20lbs on a regular basis. Prior experience in social services is preferred. To apply for this position, submit application or resume and cover letter with salary expectations to: HR Manager - FP, 750 E. Broad Street, Columbus, OH 43205 or via email to [careers@lssco.org](mailto:careers@lssco.org) or fax to 614-232-0465.

## **Kensington Place**

## **Lutheran Social Services of Southern Ohio**

## **Southeast Ohio Ministries**

## **Lutheran Social Services of Northern Ohio**

## **The Good Shepherd**

LSS / 750 East Broad Street

Lutheran Village of Ashland

LSS / Affordable Housing