

**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!*



Job & Family Services

**Public Assistance
and Administration location:**

449 S. Meridian Street
Ravenna, Ohio 44266

Child & Adult Protective Services location:

449 S. Meridian Street
Ravenna, Ohio 44266

Child Support location:

449 S. Meridian Street
Ravenna, Ohio 44266

OhioMeansJobs Portage County location:

253 S. Chestnut Street
Ravenna, Ohio 44266

Hours of Operation:

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

Director:

Kellijo Jeffries, PHD, MSW, LSW

Portage County Board of Commissioners

Sabrina Christian-Bennett
Anthony J. Badalamenti
Vicki A. Kline

www.facebook.com/pcjfs
www.twitter.com/pcjfs
www.co.portage.oh.us



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



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

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

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

