



Job & Family Services

**24/7 Abuse/Neglect Hotline
(330)296-CARE**

**Administration
Child & Adult Protective Services
Child Support Enforcement
Public Assistance**

449 S. Meridian Street
Ravenna, Ohio 44266
(330)297-3750

OhioMeansJobs Portage County
253 S. Chestnut Street
Ravenna, Ohio 44266
(330)296-2841

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, CPA

Internships are available in the following divisions:

- Public Assistance
- Children Services
- OhioMeansJobs
- Child Support
- Public Relations
- Fiscal/Business Services
- Information Technology

*Thank you for your interest in
Portage County
Job & Family Services!*



**Portage County
Job & Family Services
Internship Program**

"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 a background check
- Degree must require an internship
- Degree program must align with education required in a Job & Family Services job description



HOW TO APPLY

- Request application form from and submit to Deborah.Hogan@jfs.oh.gov
- Complete an interview
- Provide three professional references
- Provide a copy of school internship requirements

Following successful internship completion, all interns are guaranteed an interview for paid employment at Portage Co. Job & Family Services.

SELECTION AND EVALUATION

- Interns selected for program participation will be contacted to complete background check and sign agency forms, including a confidentiality statement.
- Participants will receive a tentative schedule with supervisor assignment and parking instruction
- Start date is contingent upon results of background check

