



2091 Radcliff Drive, Cincinnati, Ohio 45204  
Phone 513/661-2777 – Fax 513/389-3092  
[www.wesleycs.org](http://www.wesleycs.org)

## Current Employment Opportunities

### HOME CARE STAFF

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**Home Care Assistant Direct Care Staff needed.** Home Care Assistant qualifications must meet specifications set forth by Council on Aging of Southwestern Ohio. Full-time and part-time positions are available. Apply in person at 2091 Radcliff Drive, Cincinnati, Ohio 45204, between 8:00 AM-3:00 PM, Monday-Friday. Resumes may be faxed to 513-389-3092 (Mark: "Attn: Home Care") or email [ebaird@wesleycs.org](mailto:ebaird@wesleycs.org). Background check and pre-employment drug screen required, must have reliable vehicle, valid driver license, and proof of car insurance. EEO

### ADMINISTRATIVE SUPPORT STAFF

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**Administrative Support Staff** needed for busy senior services agency 40 hours a week, Monday-Friday. Must have excellent communication skills, be detail-oriented, proficient in Word and Excel, and have customer service experience. Successful candidate will be able to work well under pressure and will have a history of meeting deadlines and handling confidential information. Accounting experience is a plus. Apply in person at 2091 Radcliff Drive, Cincinnati, Ohio 45204, between 8:00 AM and 3:00 PM only. Employment application required and must be filled out on site. Pre-employment drug screening and background check also required. No phone inquiries please. EEO