



## HOW TO APPLY

If you're an innovative, service-oriented person who enjoys working in a dynamic, challenging environment, we encourage you to consider joining our team.

Our staff contribute their individual talents and expertise to Bethany House Services in a number of ways, supporting the mission and vision as they serve a diverse group of clients.

If you're interested in working for us, please send the following to Mary Bennett-Brown, Human Resources Manager, at [mbrown@bhsinc.org](mailto:mbrown@bhsinc.org) or mail to her at Bethany House Services, 1841 Fairmount Avenue, Cincinnati, OH 45214.

- Your email address
- A completed employment application
- A cover letter
- An up-to-date resume

We will keep you informed about job opportunities and events that match your interests.

## FREQUENTLY ASKED QUESTIONS

Q: I just submitted my application and resume. How do I know that Bethany House Services received them?

A: You will receive an acknowledgment of resume receipt, and we will contact you if your qualifications best match current open positions.

Q: Where can I find help when applying online?

A: If problems occur during the application process, please contact our Human Resources Department by phone (513-557-2404) or [email](#).

Q: How can I be sure that a position I find online has not already been filled?

A: Positions are posted for at least one week; every effort will be made to remove job postings as soon as the position is filled.

Q: I already work for BHS. How do I apply for other opportunities?

A: Go to the BHS website ([www.bethanyhouseservices.org](http://www.bethanyhouseservices.org)) and click on “Careers” under “About Us.” Job openings will be posted on the page. Search for the position for which you wish to apply, and click on the position to find out more. Then submit your application/resume. An online application/resume must be completed.

Q: How long can I expect to wait to hear from BHS after submitting an application?

A: You will receive immediate confirmation that your completed application has been received. We will contact you if your qualifications are a match for an open position.

Q: What is the minimum age requirement for working at BHS?

A: You must be at least 18 years old to apply for a position. However, there may be internship opportunities offered through your school. Contact your school counselor for more information.

Q: What type of background check is required to become a staff member at BHS?

A: BHS uses Selection.com, a web-based information verification solutions company, to check your background history.

Q: Does BHS hire interns?

A: Yes, we have worked with Mount St. Joseph University and University of Cincinnati Internship programs. This is a perfect way to help build your background and experience in working in a Social Work environment. Contact the Placement Officer in your school for more information about their internship program.