

Crawford County Job and Family Services

*Income Maintenance*Workforce Development*Child Support Enforcement*Children Services*

JOB & FAMILY SERVICES

224 Norton Way
Bucyrus, Ohio 44820
Tel 419-562-0015
Fax 419-563-9797

CHILDREN SERVICES

224 Norton Way
Bucyrus, Ohio 44820
Tel 419-563-1570
Fax 419-562-0050

VACANT POSITION

SOCIAL SERVICES WORKER 2

**PCN: 30029.0 &
30014.0
RANGE: 05**

SUPERVISOR: Social Service Worker Supervisor

BASE: \$16.24

DUTIES:

Investigates claims of abuse and neglect of children and maintains caseload children/families that have previously been determined to require the protective assistance of the services of the agency (i.e., ongoing clients) as determined appropriate AND/OR manages caseload of foster care and/or adoption assessment and placements. Prepares assigned cases for administrative or judicial procedures as required. Determines and re-determines clients' eligibility for publicly funded social services programs. Meets procedural deadlines governing the management of social services cases set by the State of Ohio and ensures that this documentation is complete. Serves as the on-call social service worker (e.g., on weekends, holidays, after business hours). Serves on internal/external committees and attends various agency meetings.

KNOWLEDGE, SKILLS AND ABILITIES:

Typing principals, Use of agency computer including hardware (e.g. scanners) and software (e.g. document imaging and SACWIS); Abuse and neglect of children Federal, State and Local laws regarding abuse and neglect AND/OR foster care and/or adoption assessments and placements. Community services available; Case plans; Counseling practices; Police procedures regarding removing a child from a home; Writing legal documents; Filing legal documents; Intake procedures; Interviewing practices; Office practices and procedures; Administrative practices; Placement procedures for clients; Agency filing systems; Practices and procedures involving the removal of a child from a home (paperwork, notification of parents, etc.); Procedures for placing a child in a foster home (e.g., paperwork, preparing child for placement.

MINIMUM QUALIFICATIONS

FOR CHILDREN SERVICES CASEWORKER POSITIONS

Per Section 5153.112 of the Ohio Revised Code, applicants of a Public Children Services unit must have one of the following:

1. A bachelor's degree in human services-related studies,
OR
2. A bachelor's degree in any field and have been employed for at least two years in a human services occupation,
OR
3. An associate's degree in human services-related studies,
OR
4. Been employed for at least five years in a human service-related occupation.

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For employment to continue, a person described in Option 2, 3, or 4 above must obtain a job-related bachelor's degree not later than five years after the date employment with the agency commences.

NOTE: All liability and responsibility for determining "human services-related studies" or "human services -related occupation" rests with the employing agency. Per Section 5153.122 of the Ohio Revised Code, each caseworker shall complete at least one hundred and two hours of in-service training during the first year of the caseworker's continuous employment, consisting of courses in recognizing and preventing child abuse and neglect, assessing risks, interviewing persons, investigating cases, intervening, providing services to children and their families, and other topics relevant to child abuse and neglect. After the first year of continuous employment, each caseworker annually shall complete thirty-six hours of training in areas relevant to the caseworker's assigned duties. In addition, applicant must have valid driver's license.

UNUSUAL WORKING CONDITIONS

The position possesses responsibility for the safety of children by requiring the incumbent to make determinations as to whether these children are in an "imminent risk of harm." These children are incapable of protecting themselves from physical, mental, and/or sexual abuse. Injuries, if they do occur are likely to involve temporary disabilities such as bruises or cuts. Serious mistakes in terms of failing to remove children from homes could conceivably, although extremely infrequent, cause death (e.g., suicide) or a permanent disability. Additionally, the position involves performing duties which require taking some special safety precautions, such as when contacting and negotiating with a family suspected of child abuse or neglect. However, performing this duty does not require the use of protective clothing. Exposure to these situations is likely to result in threats of injury, which are rarely acted upon. However, the position involves regular exposure to environmental factors (e.g., cold, excessive heat, noise, fumes, vibration, and dirt) during interviews and meetings conducted outside of the office. The position may involve lifting or carrying children, and exposure to contagious diseases.

ALL APPLICANTS WILL BE REQUIRED TO COMPLETE A WRITTEN EXAMINATION WHICH WILL DETERMINE IF THEY CONTINUE TO A PERSONAL INTERVIEW.

****EQUAL OPPORTUNITY EMPLOYER****

IF YOU ARE INTERESTED AND YOU MEET THE QUALIFICATIONS, SEND A COVER LETTER, AGENCY APPLICATION, AND RESUME DURING THE POSTING DATES LISTED BELOW.

CONTACT INFORMATION:ATTN: JENNY GREMLING
JENNIFER.GREMLING@JFS.OHIO.GOV OR FAX-419-563-9797 OR MAIL TO:
CRAWFORD COUNTY JOB AND FAMILY SERVICES, 224 NORTON WAY, BUCYRUS,
OHIO 44820

POSTING DATES: 3/6/2018 to 3/19/2018