

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*

EQUAL OPPORTUNITY EMPLOYER

Work with Purpose

Join our team of child welfare professionals as a Social Service Worker 2.

We need people who want to serve our community by supporting the families who live here.

Child welfare professionals play a crucial role in building upon the strengths within a family, helping them create a stable and nurturing home that children need to thrive. Child welfare professionals' goal is to safeguard the well-being of children and ensure their healthy development.

Child welfare is more than a job – it's a career that presents a lifetime of opportunities. And you don't need an advanced degree in social work to get started; the most important qualities are commitment, empathy, and heart.

See the attached position description for more details and qualifications.

Base pay rate: \$21.07 per hour – (dependent upon CPS experience) additional supplements for bachelor's or master's degree.

If interested, please apply online at crawfordcountyjfs.org – Join our Team.

**Please also submit a resume with cover letter to
Julie.Shay2@jfs.ohio.gov.**

**Crawford County Department of Job & Family Services
POSITION DESCRIPTION**

Title: Social Service Worker 2	Immediate Supervisor: Social Service Supervisor 1
Normal Working Hours: 7:30 a.m.-4:00 p.m. (Mon. - Fri.)	
PCN: 30014.0	Class #: 30132
<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime Eligible: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt
	Permanent <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Intermittent <input type="checkbox"/>
If FLSA exempt, exemption type: <input style="width:300px; height:20px;" type="text"/>	

Job Duties in order of Importance

70%	<p>If Assigned to Intake: Investigates claims of abuse and neglect of children and/or older adults and develops initial cases (Allegation reports may be received directly from the reporter or from the worker performing screener duties); Intervenes as necessary (may include working collaboratively with law enforcement) to ensure the child(ren)'s or older adult(s)'s safety; Conducts face-to-face interviews with child(ren) (including forensic interviews) or older adult(s), family members and other involved parties in-house or off-site; Gathers information (e.g., audio tape interviews, take photographs, write notes, etc.) needed to analyze risk; Conducts telephone interviews with others (collateral contacts) who may have useful knowledge of the involved child(ren), older adult(s) or family; Completes family risk assessment; Determines risk or harm to child(ren) or older adult(s); Obtains required releases for involved parties; Develops and implements plans of action to reduce the identified risk; Completes necessary documentation for compliance with applicable law; enters data in MIS (i.e., SACWIS) system(s); Recommends and refers families and children or older adult(s) to services and activities conducive to safety and stability; Completes and processes RSO's as needed; Conducts courtesy interviews as requested by other counties.</p> <p>If Assigned to Ongoing: Maintains cases of child(ren) or older adults previously determined to require protective services; Conducts in-home assessments; Completes documentation; Utilizes and updates the family risk assessment; Works with intake case manager to develop and obtain signatures on initial case plans; Prepares appropriate amendments to case plans; Prepares and submits required reports and correspondence; Arranges home and placement visitation; Transports customers in accordance with established rules; Observes visitation and documents observations; Identifies needed services; Arranges and coordinates identified services; Secures and maintains signed releases as required; Evaluates progress toward reducing negative behaviors; Documents reasonable efforts taken to reunify; Evaluates placements while planning for reunification; Manages independent living cases as assigned and provides progress reports on youth transition as required intervals (3-month case review and 6 month SAR), and as requested.</p>
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Job Duties in order of Importance Continued

20%	<p>Coordinates efforts with county prosecutor, law enforcement, juvenile or probate court personnel and Guardians ad Litem; Collaborates and assists as needed to file complaints in juvenile or probate court based upon evidence gathered; Prepares for and attends court hearings and gives testimony; Provides, arranges and documents services in response to court orders; Ensures compliance with all court orders; Develops case plans and obtains required signatures; Arranges home and placement visitation; Assists with independent living services and adoption process (is not the primary foster care or adoption worker); Completes home studies; ensures completeness and accuracy of all documentation, case notes and dictation; Enters case and other required information into MIS system (i.e., SACWIS); Identifies and arranges needed services; Observes visitation and documents observations; Organizes and maintains case files; Participates in legal action to establish legal guardianship; Reviews cases and completes necessary documentation for compliance with applicable law; Transcribes notes; Transports customers; Utilizes and updates the family risk assessment; Coordinates efforts with other case workers to ensure completeness and accuracy of documentation.</p>
10%	<p>Attends required training and meetings (e.g., training required by Ohio Administrative Code, Team Meetings, Family Team Meetings, etc.); Reviews and implements current and new policies and procedures; Participates in quality control reviews and work audits; Prepares and submits required reports and correspondence; Completes paperwork in a timely and accurate manner; Contributes to team effort to assure expected outcomes and performance measures as stated; Maintains files and work area in a neat and orderly fashion; Fills in for other workers as requested; Carries pager or communications device on rotation with other workers and serves as on-call social services worker (e.g., weekends, holidays, after business hours); Other duties as assigned.</p> <p>As assigned: Completes necessary steps to license daycare providers, including conducting inspections of the providers home and entering all required information into the statewide database; Conducts investigations in response to allegations made regarding a licensed provider's home; Assists with recruitment of potential daycare providers.</p>

<p>List Position Numbers and Class Titles of positions supervised. If more than eight, list titles only.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black; width: 70%;"></td> <td style="border-top: 1px solid black; border-bottom: 1px solid black; width: 30%;"></td> </tr> <tr> <td style="text-align: center;">Director's Signature</td> <td style="text-align: center;">Date</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;"></td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: center;">Employee's Signature</td> <td style="text-align: center;">Date</td> </tr> </table>			Director's Signature	Date			Employee's Signature	Date
Director's Signature	Date								
Employee's Signature	Date								



MINIMUM QUALIFICATIONS

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 or related studies OR
2. A Bachelor's degree in any field and have been employed for at least 2 years in a human services-related occupation.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The incumbent has substantial responsibility for the physical safety of children/adults who are suspected of being either abused or neglected. These children/adults are incapable of protecting themselves from this type of treatment. Serious mistakes in terms of failing to remove children/adults from homes could conceivably cause death or permanent disability. The position possesses considerable responsibility for the psychological safety of children/adults who are suspected of being either abused or neglected. These children/adults can do little to prevent harm from occurring. Failure to promptly remove an endangered child/adult would potentially cause extreme psychological distress or emotional problems requiring long term treatment and/or hospitalization of a short duration. Additionally, the position involves very limited probability of any injury. The probability of accidents or health hazard is negligible. Minor risks or discomforts exist which require normal safety precautions typical of offices (e.g., use of safe work practices with office equipment). The incumbent may occasionally interact with angry or hostile clients. However, there is limited probability of any injury. The incumbent must take normal precautions to avoid trips and falls. The incumbent works in an office environment which may occasionally be dirty or dusty.