

Position Title: Social Service Worker 2

Location: Pickaway County Job & Family Services, 110 Island Rd., Circleville, Ohio 43113

Base pay: \$19.44/hour

Benefits include: Vision, Dental, Health, Life Insurance; PERS; Deferred Compensation; Vacation; Sick pay; Personal time; Holiday pay; Direct Deposit.

The primary purpose of the Social Services Worker 2 is to investigate reports of abuse, neglect, and other child welfare referrals related to safety and child well-being.

Job Description

Essential Functions of the Position

Manages cases (e.g. monitors and investigates the safety of children and their families, their well-being, and their provision of basic needs through home visits, school visits, medical appointments, family-to-family meetings and matching conferences; develops case plans and risk assessments; schedules meetings and events; participates in community meetings; completes continuous training; transports children and parents; arranges placement of foster children; makes contact with various agencies/ individuals for various purposes (e.g. mental health agencies to discuss clients' mental health progress, law enforcement for background checks and police report/records information, foster parents/ caregivers to check on the well-being of the children, schools to check on children's education, etc). Supervises visitation.

Attends and/or testifies at proceedings, and court hearings, pre-trial delinquency hearings; meets with staff attorney weekly to review cases; maintains contact with defense attorneys and probation officers; prepares reports for court officials and clients; meets with CASA; makes recommendations to the court for the best interest of children and families.

Maintains records and related documentation for cases and referrals (e.g., maintains case notes on home visits, school visits, meetings, etc.; prepares case plans and safety plans for the family; completes semi-annual review paperwork; completes case plan check list for court; writes safety and family assessments; completes ICCA); completes various forms (e.g., medical/education, consent, releases of information), SACWIS, random moments; complete Child Study inventories; maintains a record of referrals; maintains and organizes files; writes letters and invitations; copies and images documents; returns phone calls and e-mails; files records in court.

Refers client for various services (e.g., transportation, mental health, substance abuse, medical, parenting, employment) to various Agencies/organizations (e.g., Pickaway County Community Action, Team for Youth, Stepping Stones Visitation, HUD, Help Me Grow, Child Care Choices); discuss clients' progress with various agency/organization representatives; serves as after-hours, on-call emergency worker.

Maintains required licensures and/or certificates.

Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

Demonstrates regular, punctual, and predictable attendance.

Performs other related duties as assigned.

Minimum Acceptable Characteristics

Knowledge of children services counseling; interviewing; social work techniques; client training and development; behavior modification techniques; MSWord; SIS; OnBase; Microsoft Outlook; Internet software; government structure and process; children services laws; agency goals and objectives; agency policies and procedures; investigation techniques; federal, state, and local laws; community resources and services; office practices and procedures; English grammar and spelling; records management; case management; foster care policies, programs, rules, and regulations; social services policies, programs, rules, and regulations.

Skill in word processing; computer operation; use of modern office equipment; motor vehicle operation.

Ability to carry out detailed but basic written or oral instructions; deal with problems involving few variables within familiar context; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; understand, interpret, and apply laws, rules, or regulations to specific situations; complete routine forms; prepare routine correspondence; compile and prepare reports; use proper research methods to gather data; respond to routine inquiries from public and/or officials; conduct effective interviews; communicate effectively; train or instruct others; understand a variety of written and/or verbal communications; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; lift children, furniture, etc. up to 200 lbs.; operate imaging equipment.

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) Bachelor's degree in human services related studies;
- (2) Bachelor's degree in any field and employment for at least two years in a human services related occupation
- (3) Associate's degree in human services related studies; or
- (4) Employment for at least five years in a human services related occupation

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 of 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 8 Caseworker Core Modules 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 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 a valid driver’s license and possess a cellular telephone for purposes of emergency communication, and completion of CORE training issued by the Ohio Department of Job and Family Services within one year from date of hire.

Unusual Working Conditions/Hazards

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 or adults 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, dirt) during interviews and meetings conducted outside of the office. The position may involve lifting or carrying children, and exposure to contagious diseases. Contact with possible violent clients, vicious animals, life threatening situations; exposure to hazardous driving conditions, exposure to second hand smoke; ascends or descends stairs; may be required to lift up to 50 lbs.

If interested, please submit resume and Ohio Civil Service Application to: Pickaway County Job & Family Services, 110 Island Rd., P.O. Box 610, Circleville, Ohio 43113, Attn: Human Resources. NO PHONE CALLS PLEASE.

Posting Deadline is: December 8, 2017, 2:00 p.m.

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