



# Wood County Department of Job and Family Services

**Dave Wigent, Director**

1928 East Gypsy Lane Road, P.O. Box 679

Bowling Green, Ohio 43402

• Phone: (419) 352-7566 • Toll Free 1-888-282-1118 • Fax: (419) 353-6091

Board of County Commissioners-

James F. Carter • Tim W. Brown • Alvin L. Perkins

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## PLEASE POST

## JOB OPPORTUNITY NOTICE

The Wood County Department of Job and Family Services is seeking qualified applicants to fill a vacant Social Services Worker 3 position. Attached is the job description and qualifications required for filling this position.

Although it is not required, it is preferred that the applicant live in or be willing to relocate to Wood County.

Anyone interested in applying for this position may send their resume to: Wood County Department of Job and Family Services, ATTN: Personnel Dept., 1928 E. Gypsy Lane Rd., P.O. Box 679, Bowling Green, Ohio 43402 by Friday, February 10, 2012.

The Wood County Department of Job and Family Services is an Equal Opportunity Employer.

[www.jobsolutions.net](http://www.jobsolutions.net) • [www.co.wood.oh.us](http://www.co.wood.oh.us) • [www.woodcountyjfs.com](http://www.woodcountyjfs.com)

Reasonable accommodations will be attempted for any person who is disabled.

Requests must be made to this office twenty-four (24) hours prior to the time accommodations are required.





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## AGENCY VACANCY

TO: ALL PERSONNEL  
FROM: David Wigent

DATE: January 31, 2012

POSITION NUMBER: 30008.4  
SUPERVISOR: Brandy Laux

CLASS NUMBER: 69313-JFS  
WORKING TITLE: Social Services Wkr. 3  
(Bargaining Unit)

SALARY PAY RANGE: 12

BASE PAY PER HOUR: \$16.22

### JOB DUTIES:

Receives and inputs reports of possible child abuse/neglect into SACWIS, makes initial contact with the family, completes assessments and investigations, assesses service needs and may implement initial stages of service plans; and/or provides intensive counseling and interviewing of families and children within required timeframes. The employee will make referrals, home visits, complete safety and family assessments and help arrange necessary services for families and children on their caseload. (i.e. doctor, psychologist, special medical services).

Provides intensive direct and indirect case management services to children and families including face to face contacts, provider contacts, service referrals, and support which reflects the standards, best practice, cultural competence, client advocacy, and community needs. Provides services and support to families during in-home services and out of home placement services. Assists the family to decrease risk factors by creating and regularly reviewing an individualized case plan. Provides Independent Living services to youth when age appropriate. Provides assistance to families to help overcome barriers they may face in order to lower the overall risk to the children in the home and ensure the family is functioning in a safe and productive manner. All unit employees will respond to emergencies on their caseload (or as assigned) during or after regular hours.

Recruits and completes mandated initial certification/recertification requirements for foster/adoptive applicants. Gathers necessary information and makes contacts to determine most appropriate foster/adoptive placements for children in the agency's temporary and permanent custody. Implements foster and adoptive programs on local level carrying out all state guidelines, including keeping foster and adoptive policies up to date. Supports and advocates for agency foster and adoptive placements, especially during times of transition or crisis so that the child and family's needs are met and necessary services provided. Provides intensive counseling services and referrals to help children understand and accept their permanent legal separation from their biological family. Processes requests, eligibility, and recertification for various adoption subsidy programs, IV-E FCM, and the Kinship Permanency Program.

Must possess valid driver's license and be insurable through the Agency's carrier and approved by the carrier for transport of consumers.

Keeps in touch with community resources in order to be aware of services provided, to maintain good rapport and to monitor appropriateness of referrals. Participates as a member of the Community Abuse/Neglect Team as well as other community partnerships. Performs public speaking to community and civic groups, schools, and other agencies to promote awareness of agency services for foster/adoptive parent recruitment.

Writes reports, correspondence, case records; maintains necessary records and files for Children's Services and Title XX certification, all within the mandatory timeframes. Enters accurate data into the SIS/SACWIS system daily. Complies with federal and state mandates. Completes any/all assignments as directed by Supervisor and/or Director.

Assists with interstate investigations and supervision. Represents the agency in a professional manner at court proceedings whether to testify or provide agency recommendations. Files necessary complaints in Juvenile Court as is determined by the worker, supervisor and court personnel. Completes and files necessary adoption documents in Probate Court.

Participates in staff meetings, seminars, trainings and conferences on a local and state level. Must meet annual training requirements of ODJFS. Helps orient and train new employees at the direction of the supervisor.

Must assume on-call and emergency services as assigned and required by the Ohio Administrative Code.

**QUALIFIED APPLICANTS MUST APPLY NO LATER THAN: Friday, February 10, 2012 by 4:00 p.m.**

**Interested applicants must meet minimum qualifications, and be eligible by promotion, lateral transfer, and/or reachable by Department of Administrative certification rules. SUBMIT INTEREST IN LETTER FORM, THROUGH YOUR SUPERVISOR, TO KELLY ZIEGLER, PERSONNEL OFFICE.**

**OHIO D.A.S. MINIMUM QUALIFICATIONS: : (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. Applicants hired under requirement 2, 3, or 4 must obtain a job-related Bachelor's Degree no later than five years after the date employment with the agency commences in order to continue employment with the agency. An applicant who has already obtained a non-Human Services related Bachelor's Degree may pursue a Master's Degree in Social Work in order to comply with the provisions.**

ALL QUESTIONS CONCERNING THIS POSTING AND THE RELATED JOB DUTIES SHOULD BE DIRECTED TO KELLY ZIEGLER, PERSONNEL. SHE WILL RESEARCH THE ANSWER AND BOTH THE QUESTION AND ANSWER WILL BE POSTED NEXT TO THIS JOB POSTING. QUESTIONS WILL BE ACCEPTED THROUGH THURSDAY, February 9.



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