

**CHILD PROTECTION CASEWORKER**  
**SCREENER-INVESTIGATIVE UNIT**

To apply for this position, please email resume and cover letter to: [Gina.Speaks-Eshler@jfs.ohio.gov](mailto:Gina.Speaks-Eshler@jfs.ohio.gov), by the close of business on February 17, 2019. Resume should include 3 references including phone and email contact information.

**Department:** Clinton County Job and Family Services – Screener Position-Investigations

**Type:** 1 Full-Time Position \$17.00 per hour

**Probationary Period:** 365 Days

**Date Posted:** February 04, 2019

**Bargaining Unit Position:** No

**Classified or Unclassified:** Classified

**Exempt or Nonexempt:** Nonexempt

**Reports to:** Child Protection Unit Supervisor

**Minimum Qualifications:** Bachelor's Degree in a social work or a related field, valid Ohio Driver's License and car insurance, reliable transportation, excellent communication skills, ability to deal with people in difficult circumstances, competent computer skills.

**Job Duties:** Interviews individuals (by phone or in-person) who make reports of child abuse, neglect, or dependency to the Agency. Answers general questions as to what constitutes child abuse, neglect, and or dependency. Refers reporters to appropriate community resources. Checks the Statewide Automated Child Welfare Systems (SACWIS) or hard case files to determine whether the individual(s) on whom the report was received have had any previous agency involvement. Accurately enters referrals into SACWIS for timely screening decisions. Attends and participates in group screening meetings as requested by supervisor.

Assists staff with gathering background information such as SACWIS checks, criminal history searches, and other resources available to the agency. Assist in coordinating the provision of agency services, redacts files for court review, performs agency records checks, obtains police, medical, school, or other reports pertinent to the report.

Presents self to agency personnel, clients, and the public in a professional, competent, and culturally-sensitive manner, void of discrimination, or conflicts of interest; promotes teamwork, agency mission, values, and goals.

Prepares and/or reviews monthly, quarterly, and annual statistical reports as requested.

Attends meetings and training as requested. Performs other duties as assigned, including caseworker duties when assigned.

Maintains confidentiality of case and agency information. Comply with agency personnel policies and procedures. Demonstrates regular and predictable attendance.

This job description is not intended to be all inclusive and may be changed at any time with or without notice. It not a contract of employment, express or implied. Job responsibilities may include other responsibilities as assigned by immediate supervisor, Department Head, or Elected Official.

Clinton County is an Equal Opportunity Employer.