

**Cuyahoga County Division of Children and Family Services
Child Protection Specialist / SSW3**

Link to apply: <http://tinyurl.com/y494xjuv>

Anticipated Work Schedule: M-F 8:30am - 4:30pm / evenings as needed

Reports To: Social Service Supervisor

Full Time or Part Time: Full Time

Regular or Temporary: Regular

Bargaining Unit: AFSCME 1746

Classified or Unclassified: Classified

FLSA:

Summary

Child Protection Specialists (Social Service Worker 3) make a difference in the lives of the children, families and communities they serve. As a Child Protection Specialist, you will join a fast-paced

environment where you will balance work as an individual and as a team member, to assess the safety of children .

You will partner with families, providers and the community to develop and implement strategies to ensure child safety ,

permanency, and well-being, and work to help engage and strengthen families in the process.

Our Child Protection

Specialists receive support and training to prepare for this crucial role. Successful Child Protection Specialist candidates

exercise emotional intelligence, evidence strong social skills, and have a high level of resiliency.

They are adaptable ,

organized, and continuous learners. They have excellent communication, problem solving and decision-making skills,

as well as the ability to build trust and facilitate change with culturally and economically diverse families within an

environment of compassion, respect and kindness.

Essential Job Functions

Assesses/investigates referrals involving child abuse and neglect, dependency, or other

families in need of services. Conducts in-depth, culturally sensitive interviews with clients, caregivers, children and

collateral contacts through face-to-face home visits, office visits, phone calls and written communication. Following

assessment/investigation and in consultation with a supervisor, determines the next appropriate steps which may

include providing short-term interventions. Works with schools, medical professionals, law enforcement, and other

community-based providers to gather information and to provide ongoing support and services to children and their

families. Coordinates and/or attends a variety of meetings including family team

meetings and team decision making meetings (staffings). If court intervention is necessary, works with the agency's legal team to prepare documents and testimony. As applicable, provides extended services for families with more complex challenges who are court involved from the point of transfer through permanence. Conducts work in accordance with federal and state guidelines and follows agency policies, procedures and best practice standards. Completes paperwork and case documentation in a timely and thorough manner. Performs other related duties as directed. Working hours are variable and family needs may require working beyond regular county business hours.

Minimum Requirements

Bachelor's degree in Social Work or in a field related to Social Work (Sociology, Psychology, Counseling, Criminal Justice, Criminology etc.) OR Bachelor's degree in a non-related field and two (2) years' experience working in a social services capacity. Must possess a valid Ohio Driver 's License and have the use of an insured automobile.

Application Process

This is a competitive, classified position. The Personnel Review Commission (PRC) will check your application to make sure you meet the minimum qualifications. If you do, the PRC will invite you to take a civil service examination. The exam is specific to this position. Everyone who passes the exam goes on an eligibility list. To fill this opening, the PRC sends the hiring department and Human Resources (HR) a certified eligibility list with the top 25% candidates (or at least the ten highest scoring candidates, whichever is greater). HR helps the hiring department decide who from the certified list to follow up with for interviews and then a job offer. If there is a current eligibility list, the current list will be expired before an exam is scheduled.

Most of our communication with candidates is through email. Regularly check the email address you gave us in your job profile. Watch your Spam folder, just in case.

If we offer you a job, you must pass a drug screen and background check before the offer becomes final. Prior criminal convictions do not automatically disqualify you from employment; the County looks at criminal convictions on a case-by-case basis using the guidelines in [Chapter 306 of the County Code](#).

EQUAL OPPORTUNITY EMPLOYER

Cuyahoga County is committed to fostering a diverse and inclusive workforce, which includes building an environment that respects the individual, promotes innovation and offers opportunities for all employees to develop to their full potential. A diverse

workforce helps the County realize its full potential. The County benefits from the creativity and innovation that results when people with different experiences, perspectives, and cultural backgrounds work together.

The County is committed to providing equal employment opportunities for all individuals regardless of race, color, ancestry, national origin, language, religion, citizenship status, sex, age, marital status, sexual preference or orientation, gender identity/expression, military/veteran status, disability, genetic information, membership in a collective bargaining unit, status with regard to public assistance, or political affiliation.

Please apply by March, 8, 2019