

## **30 Days to Family Specialist - Children's Services (1704-12)**

**Deadline to Apply: December 10, 2018**

### **Work Location:**

Job & Family Services  
222 E. Central Parkway  
Cincinnati, OH 45202

**Work Hours:** Full Time – 80 hours biweekly

**Starting Salary:** \$18.17/hourly

NOTE: Applicants for positions with Hamilton County Job and Family Services are subject to background screening in accordance with the document: "[Offenses that May Disqualify Candidates for Employment](#)." Convictions from this list may disqualify a candidate for employment with HCJFS.

### **Requirements (Education, Experience, Licensure, Certification):**

- Master's degree in Social Work (or Human Services related); or Bachelor's degree in Social Work (or Human Services related)
- Must possess a valid driver's license issued in the state of residency.
- Must have the use of an insured automobile.
- A criminal records check conducted by the Bureau of Criminal Identification and Investigation and the FBI is required.

### **Job Duties (Summary):**

- Expand efforts to find safe, appropriate relative supports for children entering foster care. Collaborate with the case manager and court officials with meeting the Fostering Connections to Success Act, applicable Ohio statutes, and Ohio Department of Job and Family Services policy in regards to relative/kin notification and placement. Research and coalesce information from relatives/kin to expand the child's support system and family connections, while identifying potential relative home providers. Identify and document at least 80 family/kin for each child through Family Finding search activities, including: internet & database searches, Children's Division and Juvenile Court case file reviews, child & family interviews.
- Facilitate timely communication with the team and provide the referring agencies with accurate family documentation, including detailed genograms, family contact information, and identified family supports. Assist in preparing the family for licensure by explaining the licensing process and assisting with home licensing requirements.
- Attend all meetings and court hearings, advocating for relative/kin placement. Attend and participate in necessary conferences, reviews, supervision and training. These activities may include: family conferences; transfer conferences; semi-annual reviews; individual and group supervision sessions; section and staff meetings, and relevant training. Complete timely and thorough assessments on the child and family functioning upon case referral and case closure to measure the success and outcomes of the program.

- Submit detailed activity notes and documentation of all case-related billing activities to submit to multiple funders. Maintain accurate files and records for each client.
  
- Attends necessary training as required. Performs other related duties as assigned.