

Intake Worker-241-KIDS After Hours - Children's Services (1791-12)

Deadline to Apply: February 4, 2019

Work Location:

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

Work Hours: Full Time – 80 hours biweekly (Hours of work include evenings, overnights, and 24-hour coverage on weekends and holidays).

Starting Salary: \$18.17/hourly (plus 5% shift differential)

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):

- Receives reports of alleged child or elder abuse, neglect, dependency by telephone, walk-in. Collects from reporters sufficient details to determine whether information constitutes an allegation. Assesses the current level of risk to the alleged victim. Makes necessary additional case contacts to gather sufficient information. Assigns priority rating for each report. Begins the investigation in accordance with the assigned priority rating. Responses include field visits, face/face interviews, collateral contacts. Arranges emergency services to ensure the immediate protection of the alleged victim.

Responds to and provides emergency services for children already active with Children's Services including field visits, face/face interviews, collateral contacts. Performs Information & Referral to callers as necessary.

- Completes necessary documentation, dictation, forms, service referrals, etc. Attends required training and unit meetings.
- Performs other related duties as required.