

Kids in School Rule (KISR) Educational Specialist - Children's Services (1799-12)

Deadline to Apply: February 11, 2019

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):

- Assists in the management of the educational issues and barriers of foster youth in both the KISR! and the Higher Educational Mentoring Initiative (HEMI) projects.
- For the KISR! project this will include: maintaining regular contact with all participating schools and discuss each foster child's attendances, academics, behavior, etc.; schedules and attends school meetings, including but not limited to transportation, tutoring, organization of after school activities; Assists in enrolling/withdrawing foster youth in and from school; Assists youth's caseworkers in resolving any other educational issues, but not limited to transportation, tutoring, organization of after school activities; Visits with children in their placement setting to educate/update foster parents on foster youth progress in school; Updates the identified participating schools with the most accurate information about our foster youth, which include the following; maintain open dialogue with school regarding youth's appointments which could impact their educational success; Documents all educational information in the form of a court report before each dependency hearing; Keeps updated list of foster children at each participating schools; Logs all interactions related to foster youth education into SACWIS; Works with related parties to ensure that foster youth are obtaining the proper level care related to education.
- For the Higher Educational Mentoring Initiative this will include: Being a liaison between caseworkers, mentors, and University of Cincinnati liaison; Monitors student status: Educational status and the status of the relationship with

JFS; Serves as the point guard to answer questions regarding policies and procedures of JFS; Assists with program development- represents the student's best interests; Works with HEMI Program Coordinator (UC) to pursue additional program funding; Monitors and supports student goals; Helps to identify appropriate students for the HEMI program and prepares the students for working with a mentor; Develops a five year plan; Assists with Training and Program Expansion; Updates SACWIS with all pertinent educational and delinquency information.

- Works collaboratively and participates in scheduled meetings with applicable parties. Meetings will address the successes and any type of barriers regarding both programs. Work closely with IS department in the development and review of outcome data reports. Be part of the analysis team as assessment of the outcomes moves forward. Completes necessary paperwork on a timely basis. Paperwork may include case notes and case record dictation; case plans and updates; administrative case reviews; placement packets; social histories; procedural safeguards paperwork; situational reports as needed; and ABW updates.
- During summer months, and as workload dictates, carries a generic caseload of families whose children have been or are at significant risk of being abused or neglected. Primary role is to advocate for children through the family unit. The safety of children is paramount and worker continually assesses the degree to which children are at risk. Develops case plan with family and provides casework services in the home of family. Provides casework services to children in placement and meets regularly with substitute care givers and ensure visitations are in place. Ensure paperwork and case notes are timely and updates as needed. Attends and participates in all necessary conferences, team meetings, and supervision.
- Attends necessary training as required.
- Performs other related duties as assigned.