

**JOB POSTING**  
**HURON COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES**

**DATE:** 11/8/2018 – 11/20/2018

**POSTING #:** 2018-8

**POSITION CONTROL NUMBER:** 30015

**FLSA STATUS:** Non-Exempt

**CLASSIFICATION:** Social Services Worker 2

**BARGAINING STATUS:** Bargaining

**TITLE:** Social Services Worker 3

**PAY RANGE:** Group F

**DEPARTMENT:** Children Services

**REPORTS TO:** Social Services Supervisor 1

**MINIMUM QUALIFICATION:**

(1) Bachelor's degree in human services related studies.

(2) Bachelor's degree in any field and employed for at least two years in a human services related occupation.

For employment to continue, a person described in paragraph (2) above must obtain a job-related bachelor's degree not later than five years after the date employment with the agency commences.

**PREFERRED QUALIFICATIONS:** Bachelor's/Master's degree in Social Work

**BASE PAY RANGE:** Group F \$17.04 per hour

**POSITION DESCRIPTION:** See attached position description

Employees wishing to apply for this vacant position shall submit a current resume to Human Resources office. The employer shall not be obligated to consider applications submitted after the seven (7) day period has expired. This position will be awarded to the most qualified applicant as defined by the current bargaining agreement provided the most qualified applicant meets all minimum qualifications.

**HURON COUNTY DEPARTMENT OF JOB & FAMILY SERVICES POSITION DESCRIPTION**



Employee Name: \_\_\_\_\_ Revision Date: 11/2018

Position Control #: 30015 Classification #: 30132

Working Job Title: Social Services Worker 3 Classification title: Social Services Worker 3

Fair Labor Standards Act Designation: Non-Exempt Civil Service: Classified

Normal Working Hours: 8:00 to 4:30 pm (Flexible) Direct Supervisor: Social Services Supervisor 1

**Position Overview**

**Essential Functions**

<b>80%</b>	<p>Assesses cases screened in as child maltreatment, dependency, and/or families in need of services. Utilizes the appropriate tools for information gathering, assessment, and decision making. Participates on the 24-hour Hotline team on a rotating basis.</p> <p>Conducts interviews with alleged victims, parents, caregivers, witnesses, etc. Works closely with law enforcement, schools, hospitals, mental health professionals, etc. to gather pertinent information. Responds immediately to situations of imminent risk of harm by utilizing law enforcement, safety plans, and/or court intervention as needed.</p> <p>Provides case counseling and case management to clients and their families. Maintains working knowledge of community resources and makes immediate referrals for services as applicable. Prepares case plans and provides supportive services to assist families in meeting case plan objectives. Prepares and files summaries for motions and testifies in court. Provides placement services for children (i.e., prepares child for placement, gather documentation for placement options/alternatives, etc.), including supportive services to kinship caregivers.</p> <p>Maintains complete and thorough documentation and case records and fully adheres to timeframes for completion of written work including assessments, case plans, case reviews, documentation, etc.</p> <p>Is knowledgeable of and adheres to federal and state rules and guidelines, and internal procedures for conducting assessments and investigations and for the provision of supportive services to adults, children and families including adherence to timeframes.</p>
<b>10%</b>	Gathers complete information from referral sources regarding complaints of alleged maltreatment of children, seniors (adults age 60 and older), and persons with disabilities (adults age 18 and older), dependency, and/or families in need of services.
	Demonstrates regular and predictable attendance.
<b>Non-Essential Functions of the Position</b>	
<b>10%</b>	Attends conferences, workshops and training sessions pertinent to job duties to met state mandates regarding training. Participates on internal and external committees related to program/department. Performs additional duties as assigned by the supervisor, administrator and/or director. Meets all job safety requirements and all applicable OSHA safety standards that pertain to the position.

**Knowledge, Skills and Abilities**

**Knowledge in:** Laws, rules, and best practice standards, governing Child Protective Services and some knowledge of Adult Protective Services. Understanding of issues that create risk for children and their families, particularly substance abuse, domestic violence, mental health issues and poverty. Community resources. Knowledge and skill in engagement, rapport building, interviewing, crisis intervention and case management, court processes and procedures.

**Skill in:** Ability in utilizing computer technology.

**Ability to:** to use appropriate assessment tools and professional judgment in determining if children and/or adults are at risk of harm and act accordingly. Ability to fully assess needs of adults, families, and children and link them with appropriate services. Prepare accurate, concise written assessments, case notes, and reports.

**Qualifications** Bachelor's degree in social work, psychology or related field required. Master's Degree in social work and experience working in public human services preferred. LISW preferred or LSW with evidence of work towards LISW. Bi-Lingual preferred. Maintains valid Ohio Driver's License and insurability through county's liability coverage.

**Work Environment** - This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

**Disclaimer**

The above statements are intended to describe the general nature and level of work performed by employees assigned to this position. It is not designed to contain or be interpreted as a comprehensive list of all duties, responsibilities, and qualifications. Huron County Department of Job & Family Services management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources:  \_\_\_\_\_ Date: 11/8/18

Approved by:  \_\_\_\_\_ Date: 11/8/18