



# PORTAGE COUNTY

## POSITION AVAILABLE

### OPEN TO EMPLOYEES AND THE GENERAL PUBLIC

JOB TITLE:	Social Service Worker 3
POSTING DATE:	Tuesday, January 29, 2019
DEADLINE TO APPLY:	Tuesday, February 12, 2019

DEPARTMENT/DIVISION: Job and Family Services/PCSA  
IMMEDIATE SUPERVISOR: PCSA Supervisor  
ADDRESS: 466 S. Chestnut Street, Ravenna, Ohio 44266  
APPOINTING AUTHORITY: Portage County Board of Commissioners  
WORK HOURS: Monday - Friday, 8:00 a.m. - 4:30 p.m., 8:30 a.m. - 5:00 p.m. or 9:00 a.m. - 5:30 p.m. (depending on need) and availability to work after-hours C.A.R.E.S.  
HOURLY RATE: \$19.20/hr. (\$20.24/hr. if LSW or LISW)  
VACANCIES: 4

#### MINIMUM QUALIFICATIONS:

Bachelor’s degree in Social Work, Human Development or another social service field required. Paid experience providing services to children and/or to persons 60 years of age or older preferred. Must possess a valid Ohio driver’s license and maintain continuing eligibility under the existing County driver eligibility standards.

#### JOB DESCRIPTION:

Perform initial assessment investigations on child abuse and neglect referrals. Determine if a child/child is at risk and what type of protective/placement services is needed. Make emergency removals, protective services assessments, and provides on-going protective/placement services to families. Complete the Comprehensive Assessment Planning Model - Interim Solution (CAPMIS) tool and develop safety assessments, family assessments, safety plans, case plans, etc.—Create family case/permanency case plans with clients, specifying goals and objectives for the child and his/her family. Provide intensive case management and supportive service, both on an individual and family basis, to the child, natural family, foster family and/or significant others when applicable. Respond to emergency and crisis situations involving families and children both efficiently and effectively. Receive reports of child and elder abuse and neglect through the abuse hotline. Ability to screen information and prioritize reports to determine if further investigation is appropriate according to State mandates. Monitor and participate in the evaluation of support services to include collateral contacts with schools, law enforcement agencies, health care personnel, community and Juvenile Court authorities.

#### HOW TO APPLY:

- THE COUNTY APPLICATION FORM IS REQUIRED WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS **MUST BE RECEIVED BY 4:30 P.M. ON THE CLOSING DATE** LISTED ABOVE.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: [www.co.portage.oh.us](http://www.co.portage.oh.us) OR PICKED UP ON THE 7th FLOOR OF THE ADMINISTRATION BUILDING.
- APPLICATIONS CAN BE FAXED, EMAILED, MAILED OR SUBMITTED IN PERSON FROM 8:00 A.M. TO 4:30 P.M. MONDAY-FRIDAY:

PORTAGE COUNTY HUMAN RESOURCES  
449 S. MERIDIAN STREET, 7th FLOOR  
RAVENNA, OHIO 44266

EMAIL: [HRD@PORTAGECO.COM](mailto:HRD@PORTAGECO.COM) / FAX: 330-298-4225

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)