



COUNTY OF SUMMIT

THE HIGH POINT OF OHIO

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Intake Caseworker

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Position Details

Job Information

Appointing Authority	Summit County Children Services
Bargaining Unit	CWA, Local #4546, AFL-CIO
Department/Division	Children Services
Full Time/Part Time	Full Time
Regular/Temporary	Regular
Work Schedule	Monday – Friday, 830am to 430pm
Job Description	Conducts investigation and/or assessment to families reported to the Agency where children have been identified as at risk of abuse; neglect, dependency, and/or FINS. Assesses risk of family situation; makes service recommendations and/or recommends child removal to reduce/remove safety threats to children. Collaborates with community professionals to meet the individual service needs of families, strengthen families and reduce/remove safety threats to children.
Required Qualifications	<p>Qualifications</p> <p>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>Education and/or Experience</p> <p>Minimum education required: Bachelor’s Degree in Social Work or related field Minimum years of experience: A minimum of two (2) years’ experience as a Caseworker in child welfare (preferred), mental health or family services.</p>
Preferred Qualifications	
Pre-Employment Testing Requirements	Criminal Background Check, Pre-employment Drug and Alcohol Testing
Work Environment	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is of moderate intensity.</p>

<p>Physical Demands</p>	<p>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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this Job, the employee is regularly required to: sit; use hands to manipulate objects; reach with hands and arms, and talk or hear. The employee is frequently required to stand and walk.</p> <p>The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to twenty five (25) pounds, occasionally lift and/or move up to fifty (50) pounds and rarely lift and/or move up to one hundred (100) pounds.</p> <p>Specific vision abilities required by this job include: close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.</p>
<p>Licensing/Certification</p>	<p>Minimum certification/license: LSW or PC required.</p> <p>Incumbent must possess a valid State of Ohio drivers' license with no more than eight (8) points on his/her driving record at any time; and possess auto insurance as defined by Ohio Administrative Code (OAC) at all times.</p>
<p>Additional Information</p>	<p>Supervisory Responsibilities</p> <p>This position has no supervisory responsibilities.</p> <p>Other Qualifications</p> <p>Incumbent is required to travel to/from Agency meetings within the County and State as directed by his/her chain of command, and as required for job duties. Travel requires the use of a vehicle insured in the incumbent's name, unless a County-owned vehicle is secured pursuant to contract language and/or Agency policy/procedure. Personal vehicles must be in good working order and appropriately accommodate passengers as needed.</p> <p>Regular attendance is required. Incumbent must adhere to Agency policies regarding use of time off at all times.</p> <p>Incumbent is required to adhere to Agency rules & regulations and support the mission, vision & guiding principles at all times.</p>

Job Duties

<p>Job Duty Name</p>	<p>Essential Duties and Responsibilities</p>
<p>Description of Job Duty</p>	<p>Investigates/Assesses allegations of abuse, neglect, dependency and/or FINS, according to pathway assignment to determine validity of allegations and an assessment of risk; complete all required assessment tools. Assesses family situation timely through visits, interviews, phone calls, records and other sources. In consultation with supervisor, makes timely recommendations for services and/or need for removal and placement; makes referrals to other community agencies for services and resources on behalf of families and children. In collaboration with community service providers, provides social services to children and families based upon individual family needs. Transports clients when necessary.</p> <ul style="list-style-type: none"> •Works collaboratively with the Legal Department to file necessary affidavits and motions. Prepares testimony and summaries for court hearings. Represents the Agency's position in court. •Attends and participates in Team Decision Making (TDM) meetings and in other Agency meetings, supervisor consultations, and in-service trainings. Represents the agency in the community. Assists in the orientation of new caseworkers. •Documents case activities. Maintains required documentation in the SACWIS and Traverse systems. Maintains reports and records as required. <p>Other related duties may be assigned.</p>

Job Duties

<p>Job Duty Name</p>	<p>Core Competencies</p>
	<p>To perform this job successfully, an individual must demonstrate the following competencies:</p>

Description of Job Duty	<p>1. Adaptability – Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events; Reacts well under pressure.</p> <p>2. Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings. Writes clearly and informatively; Varies writing style to meet needs; Able to read and interpret written information.</p> <p>3. Customer Service – Manages challenging or emotional client and employee situations; Responds promptly to client’s/employee needs; Solicits client feedback to improve service; Responds to requests for service and assistance.</p> <p>4. Dependability – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time. Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to complete goals and finalize work duties; Completes tasks on time or notifies appropriate person with an alternate plan; Follows through on commitments; Follows policies and procedures.</p> <p>5. Cultural Competency – Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; .</p> <p>6. Ethics – Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values; Treats others with respect and consideration regardless of their status or position; Maintains confidentiality.</p> <p>7. Initiative – Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.</p> <p>8. Innovation – Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others’ attention.</p> <p>9. Interpersonal Skills – Focuses on solving conflict, not blaming;; Listens to others without interrupting; Keeps emotions under control; Remains open to others’ ideas and tries new things; Approaches others in a tactful manner; Demonstrates insight and empathy.</p> <p>10. Planning/Productivity – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans; Meets productivity standards; Completes work in timely manner; Strives to increase productivity.</p> <p>11. Problem Solving – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.</p> <p>12. Safety and Security – Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.</p> <p>13. Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others’ views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone’s efforts to succeed.</p> <p>14. Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote excellence; Monitors own work to ensure quality.</p>
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Requisition Details

Requisition Details

Requisition Number	B-0252019-R
Working Title	Intake Caseworker
Posting Type	External/Public Posting
Number of Vacancies	4
Advertised Salary	\$19.72/hour (training) \$20.51/hour (Bachelor’s) \$22.84/hour (Master’s)
Open Date	03/11/2019
Close Date	06/09/2019

Open Until Filled	No
Special Instructions Summary	

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Do you possess a degree or will you have one in the next 6 months in one of the following: Social work, Counseling, Psychology, Sociology, Criminal Justice, Human Development & Family Studies or Child & Family Studies?
 - Yes
 - No
2. * Do you possess an LSW, LISW, LISW-S, PC or PCC?
 - LSW
 - LISW
 - LISW-S
 - PC
 - PCC
 - I do not have any licenses/certification listed above
3. * Are you a University Partnership Program (UPP) graduate?
 - Yes
 - No
4. * Have you ever interviewed for employment or been employed at SCCS or Summit County? If yes, please give dates and explanations. If no, please enter "No"
(Open Ended Question)
5. * Are you related to anyone on the Board of SCCS or anyone employed by SCCS or Summit County? If yes, please give name and relationship. If no, please enter "No"
(Open Ended Question)
6. * Have you ever received services or been involved with Summit County Children Services or any other Child Welfare system? If yes, please give dates and explanation. If no, please enter "No"
(Open Ended Question)
7. * Have you been convicted of or plead guilty to any offense identified in the Ohio Administrative Code (OAC) 5101:2-5-09? If yes, please give offenses, dates and explanations. If no, please enter "No"
 - Yes
 - No
8. * Have your driving privileges ever been denied, suspended or revoked? If yes, please give dates and complete reasons. If no, please enter "No"
(Open Ended Question)
9. * Do you currently use tobacco products?
 - Yes
 - No
10. * What is your driver's license number? If you do not possess a driver's license, please enter "N/A".
(Open Ended Question)

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter

Optional Documents