

**HAMILTON COUNTY DEPARTMENT
OF JOB AND FAMILY SERVICES
POSITION DESCRIPTION**
An Equal Opportunity Employer

Position Title: Ohio START Caseworker

Classification Title: Children's Services Worker

Division: Children's Services

Reports To: JFS MGR – Children's Services

Pay Range: 05

Probation: 300 days

Classification Number: B61251

FLSA Status: Non-Exempt X Exempt

Supvr. Class. #: 85114

Civil Service Status: Classified

Employment Status: FT/Perm. 40 hours

REGULAR AND PUNCTUAL ATTENDANCE IS REQUIRED TO PERFORM THE FOLLOWING ESSENTIAL FUNCTIONS:

- 40% 1. Provides intensive case management services to parent/caregivers by utilizing the Ohio START (Sobriety, Treatment, and Reducing Trauma) intensive, wraparound intervention program while adhering to all aspect of a traditional child welfare worker. The program is targeted at parent/caregivers who have co-occurring child maltreatment and substance abuse. The Ohio START caseworker maintains a case from the assessment phase throughout the ongoing phase until reunification is complete or the case is transferred to a traditional ongoing case worker due to the parent/caregiver's unwillingness to engage in services. Ohio START case workers carry a case load of no more than 12 cases due to the intensive nature and face to face contact requirements to support the parent/caregiver's strides towards recovery.

Responds to screened in Intake Reports. Responds to the priority of the report within mandated time frames. Conducts face to face interviews with all children in the household of assessment, parent/caregiver(s) and alleged maltreater(s). Information collected during these interviews shall include pertinent information regarding alleged maltreatment, surrounding circumstances, adult and child functioning, parenting practices, and discipline to ensure an accurate safety determination. Additional information collection through collateral contacts necessary to complete the safety assessment and determination of child safety. Determine presence or absence of safety threat(s) in consultation with the Supervisor. Confirms a safe environment and implements necessary safety intervention when applicable.

Ensures the safety, permanency and well being of the child(ren); continually assesses for safety of child(ren) by conducting home visits and interviews with child(ren), parents, caretakers, and all collaterals who may have pertinent information regarding the family; gathers information from service providers and parent/caregiver(s) to assess the parent/caregiver(s) change in behavior and increased protective capacities; develops safety planning for child(ren) when a safety threat is identified; secures out of home legal placements for child(ren) when necessary; develops case plans with family and provides casework services in the home of family, and out-of-home placements; provides casework services to children in placement and meets regularly with substitute caregivers; maintains regular contact with supportive service providers to ensure coordination and effectiveness of services; works with utilization management team and networks to access appropriate placements and prepare children and families for placement; arranges regular visitation between guardians and children in placement.

- 28% 2. Completes all assessments, case plans, and other various mandated documentation in required timeframes. Prepares Request for Legal Action and provides court testimony. Utilizes and completes screening tools (UNCOPE, ACES and CTAC) to assess for substance abuse and trauma. Completes all needed caregiver and child service referrals. Responsible for maintaining written documentation of case activities; completes activity logs, placement changes and case plans; responsible for other mandated paperwork as outlined by state regulations and agency policy; reviews prior Children's Services history, completes background and criminal checks on parent(s) and alternative caretaker(s); obtains school and medical records as well as records from community service providers.
- 25% 3. Attends and participates in necessary court hearings; supervision and training; family team meetings; case reviews; semi-annual reviews; individual and group supervision sessions; section and staff meetings, Ohio START training/meetings and any other relevant training or agency meeting.
- 5% 4. Prepares Court Complaints; works closely with Dependency and Criminal Prosecutors on case presentation and testimony; testifies in Juvenile, Municipal, Common Pleas and Domestic Relations Court; conducts case presentations at Prosecutor Review and Legal Forum; responsible for case presentation at Dispositional Appeal Hearings.

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OTHER DUTIES AND RESPONSIBILITIES:

- 2% 5. Performs other related duties as assigned.

POSITIONS SUPERVISED:

None

KNOWLEDGE, SKILLS AND ABILITIES: (*Indicates developed after employment)

Knowledge of: agency policies and procedures; case management; child welfare practices and procedures, substance abuse treatment and recovery.

Skill in: Strength based approach when engaging children and families; interpretation and application of agency and *Ohio START training, professionally handling crisis and stressful situations.

Ability to: professionally and respectfully communicate, define problems, collect data, establish facts then analyze and draw valid conclusions based on the collected information; execute verbal instructions technical in nature; prepare concise and accurate written assessments and documentation; handle sensitive inquiries from and contacts with community service providers and stakeholders; maintain confidentiality, work cooperatively with other agency staff, service providers and community partners.

ESSENTIAL JOB FACTORS:

Must undergo a background check via the Ohio Bureau of Criminal Identification and Investigation (BCI). Must have a car, valid driver’s license issued by the state of residency and required auto liability insurance.

POSITION SPECIFIC QUALIFICATIONS:

Lift and carry children; lift and carry child car seats; lift and carry infant carrier; stand entire length of home visit (an hour or longer); conduct home visits during warmest months of the year (no air conditioning); significant walking during home visit, and frequent walking to and from court; frequently enter and exit motor vehicle; frequently climbing and descending stairs; sitting for extended periods while driving; stooping, bending, crouching; able to quickly exit hazardous/dangerous situations that could involve violent clients, violent relatives, vicious animals, insects, rodents, unstable structures, etc.; able to lift and carry large case files and occasionally push a cart containing case files.

LICENSURE AND CERTIFICATION REQUIREMENTS:

None

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent’s supervisor, appointing authority or designee.

My signature below signifies that I have reviewed and understand the contents of my position description. I am aware of the requirements of my position, and will perform to the best of my ability, the job duties and requirements specified in this position description.

(Approval of Appointing Authority) (Date)

(Employee Signature) (Date)

PLEASE PRINT		
_____ Employee Last Name	_____ Employee First Name	_____ Middle Initial