

JOB POSTING

HURON COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES

Title: Social Services Worker 3

DEPARTMENT: Children Services

MINIMUM QUALIFICATION:

Bachelor's degree in social work or related field.

Bachelor's/Master's degree in Social Work Preferred

ESSENTIAL FUNCTIONS:

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.

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.

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.

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.

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.

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.

Non-Essential Functions of the Position

Attends conferences, workshops and training sessions pertinent to job duties to meet 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.

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HOW TO APPLY:

Applications can be printed from the agency website (www.huroncountydjfs.com). Applications can also be picked up at HCDJFS 185 Shady Lane Dr. Norwalk, OH. Send applications and resume with salary requirements to: Huron County Department of Job & Family Services, 185 Shady Lane Dr. Norwalk, OH 44857 or email to huronjfs@jfs.ohio.gov by 4/5/2019.

HCDJFS is an EEO employer.