

Crawford County Job and Family Services

*Income Maintenance*Workforce Development*Child Support Enforcement*Children Services*

JOB & FAMILY SERVICES

224 Norton Way
Bucyrus, Ohio 44820
Tel 419-562-0015
Fax 419-563-9797



CHILDREN SERVICES

224 Norton Way
Bucyrus, Ohio 44820
Tel 419-563-1570
Fax 419-562-0050

EQUAL OPPORTUNITY EMPLOYER

Work with Purpose

Join our team of child welfare professionals as a Social Service Worker 1.

We need people who want to serve our community by supporting the families who live here.

Child welfare professionals play a crucial role in building upon the strengths within a family, helping them create a stable and nurturing home that children need to thrive. Child welfare professionals' goal is to safeguard the well-being of children and ensure their healthy development.

Child welfare is more than a job – it's a career that presents a lifetime of opportunities. And you don't need an advanced degree in social work to get started; the most important qualities are commitment, empathy, and heart.

See the attached position description for more details and qualifications.

Base pay rate: \$19.22 per hour – additional supplements for associate's, bachelor's, or master's degree.

If interested, please apply online at crawfordcountyjfs.org – Join our Team.
Please also submit a resume with cover letter to Julie.Shay2@jfs.ohio.gov.

Crawford County Department of Job & Family Services
POSITION DESCRIPTION

Title: Social Service Worker 1 **Immediate Supervisor:** Social Service Supervisor 1

Normal Working Hours: 7:30 a.m.-4:00 p.m. (Mon. - Fri.)

PCN: 30041.0

Class #: 30131

☒ **Classified** **Overtime Eligible:** ☒ **Eligible** ☐ **Exempt**
☐ **Unclassified**

Permanent ☒
Temporary ☐
Intermittent ☐

If FLSA exempt, exemption type:

Job Duties in order of Importance

60%	Receives and directs where appropriate incoming calls to the unit; Monitors the service delivery of county social service providers; Provides direct service to clients per caseworker/supervisor instruction (i.e. Supervised visits); Assists clients with referrals and with obtaining emergency needs through community resources; Assists clients with obtaining information, completing forms, understanding programs and procedures, and determines eligibility for programs; Provides supervision/child care while parents are being interviewed; Creates flyers, brochures, etc. for marketing, recruitment or general information; Submits criminal records requests; Distributes foster care/adoption information; Delivers legal documentation to court and/or prosecutors' office; Completes forms and enrollments for foster children; Gathers information from other agencies or law enforcement as directed by supervisor; Assist with monitoring visitation: Manage front desk.
15%	Accompanies caseworker on investigation or home visits to collect and record information; Assists caseworker with case specific decision making with supervisor instruction; Assists caseworker in obtaining and verifying client information, formulating service objectives and plans, arranging service delivery, recording cases, and summarizing service provision reports; Assists caseworker with placement of foster children, locating and securing foster homes or other placements, and with adoption searches and other recruitment activities; Assists caseworker with placement of adult clients in assisted living or nursing homes; Coordinates, observes and documents in writing the results of visits whether inside or outside the agency; Assists with screening over lunch hour/back up; Scan documents and mail into document imaging system and to workers.
10%	Uses state computer system to complete case narratives on clients and capture all case information as needed in SACWIS or APS data systems; Enter data and run reports in SACWIS, compiles statistical data to aid in report generation; Updates SACWIS and APS systems with referral information and checks system for client history; BCI & I/FBI fingerprinting; Court entry into SACWIS.

Job Duties in order of Importance Continued

5%	Assists foster children with school registration and participates in any IEP development; Assists foster children with shopping, scheduling and/or attending medical appointments by participating in therapy appointments or providing information obtained from caseworker; Accompanies foster children to court and/or independent living activities; Packs, stores and transports personal belongings of foster children.		
5%	Serves on agency and community committees; Attends trainings and conferences; Interacts with outside agencies to inform them of agency services or to obtain services for clients; Solicits donation for and organizes donation closet; Filing.		
5%	Performs related work as assigned.		
<p>** An essential function of this position requires regular and predictable attendance. **.</p>			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px; vertical-align: top;"> List Position Numbers and Class Titles of positions supervised. If more than eight, list titles only. </td> <td style="width: 50%; padding: 5px;"> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> Director's Signature Date </div> </div> <div style="border-bottom: 1px solid black;"> <div style="display: flex; justify-content: space-between;"> Employee's Signature Date </div> </div> </td> </tr> </table>		List Position Numbers and Class Titles of positions supervised. If more than eight, list titles only.	<div style="border-bottom: 1px solid black; margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> Director's Signature Date </div> </div> <div style="border-bottom: 1px solid black;"> <div style="display: flex; justify-content: space-between;"> Employee's Signature Date </div> </div>
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MINIMUM QUALIFICATIONS

Per Section 5153.112 of the Ohio Revised Code, applicants must have one of the following:

1. An Associate's degree in human services or related studies OR
2. An Associate's degree in any field and have been employed in a human services-related occupation.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

Social Service Worker 1 is responsible for certifying county social services providers. As such, the incumbent plays a central role in ensuring that clients (adults and children) are cared for in a safe environment. Therefore, the incumbent must attend to the possibility of harm coming to children and adults, who are unable to protect themselves. Therefore, the position requires attention to ensure that actions do not create dangerous situations for clients (adults and children). The incumbent generally works in a stable office environment.