

## **Children's Services Worker (Children's Services Caseworker) (3594-12)**

*Are you interested in serving our community and helping to protect our county's most vulnerable children? At Hamilton County Children's Services, this is what we do every day. We are looking for compassionate, tenacious workers who are dedicated to ensuring children are safe.*

***Want to learn more about what a caseworker does?*** <https://www.hcjfs.org/work-here/you-belong-here/>

*You will support children and families by keeping children safe and advocating for families. We offer a comprehensive training program for all new hires, including classroom training, shadowing, virtual reality experience, coaching, and engagement with our regional training center. This is a critical role that directly impacts the outcomes of the children and families whom we serve. This role may be a good fit if you excel in interpersonal communication, problem-solving, and enjoy fast paced work environments. This position provides:*

- No on call duty
- Hybrid work schedule
- Culture promoting growth and learning
- Tuition reimbursement
- Free and close downtown parking for office days

*We look forward to learning more about you and your passion for this work! Please see the full job description below.*

### **STARTING HOURLY BASE PAY: \$20.99**

This has a pay differential of 10% or 20% paid on top of the base rate.

Assessment \$4.20 (20%) as a pay differential. Family Services \$2.10 (10%) as a pay differential.

You can also increase your hourly base rate of pay for experience up to (8%), MSW (5%), and/or LSW/LISW 2%.

### **Highly Competitive Employee Benefits Package and Generous Paid Time Off**

**11 Paid Holidays, Immediately Begin Accruing Paid Vacation, Earned Personal Days, and Paid Parental Leave.**

**Ohio Public Employee Retirement System which includes 14% Employer Contribution AND a defined benefit option.**

**Highly Competitive and Comprehensive Benefits Package: Medical, HRA, Dental, Vision, Employer-Paid Life Insurance, Long-Term Disability, Tuition Reimbursement, Public Service Loan Forgiveness Eligibility, Commuter Stipend or Free On-Site Parking, Wellness Incentives, robust Employee Assistance Program, access to Free Medical and Rx through Marathon Health, plus expansive Behavioral and Mental Health Resources, and More!**

**DEADLINE TO APPLY:** Open Until Filled

**WORK LOCATION:** Job & Family Services 222 E. Central Parkway Cincinnati, OH 45202

**WORK HOURS:** 40 hours weekly (**Potential for Hybrid Remote Work Schedule**)

### **NOTE:**

Applicants for positions with Hamilton County Job and Family Services are subject to background screening in accordance with the document: "[Offenses that May Disqualify Candidates for Employment.](#)" Convictions from this list may disqualify a candidate for employment with HCJFS.

Applicants for Children's Services positions cannot provide foster care for children in the custody of Hamilton County.

**REQUIREMENTS (EDUCATION, EXPERIENCE, LICENSURE, CERTIFICATION):**

- Bachelor's degree in human services-related field or
- Bachelor's degree in any field and has two (2) years' work experience in a human service-related occupation.  
\* A bachelor's or master's in a human services-related field would be required within 5 years.
- Must possess a valid driver's license issued in the state of residency.
- Must have the use of an insured automobile.
- A criminal records check conducted by the Bureau of Criminal Identification and Investigation and the FBI is required.

**JOB DUTIES (SUMMARY):**

- Completes assessments of child safety in response to Intake Reports of physical and sexual abuse, neglect and dependency within mandated timeframes and in accordance with federal, state and agency policy. Research previous Children's Services history, criminal history, court involvement and other applicable information for all individuals associated with Intake Report and/or case members. Conducts and engages in face-to-face interviews with all children in the household of assessment, parent(s)/caregiver(s), and alleged maltreater(s) to make continuous decisions regarding child safety.
- Assesses and ensures child safety at every contact, which frequently includes direct consultation with supervisor regarding safety decision making; Assessments shall include pertinent information collection from all parties regarding alleged maltreatment, surrounding circumstances, adult and child functioning, parenting practice, and discipline to ensure an accurate safety determination. Understands and determines parent/caregiver protective capacities.
- Conducts interviews in homes, schools, hospitals, and other community settings as required. When appropriate, seeks medical evaluation of children and completes referrals to law enforcement.
- Controls for child safety immediately when a child is determined unsafe by confirmation of Present or Impending Danger Safety Threats; Completes Safety Plan Analysis questions to determine least restrictive safety plan that is able to control for specific family circumstance and conditions; Confirms Safe Environment for all out of home safety plans and placements; Works with specialized staff to access appropriate placements and prepare children and families for placement; discusses and partners with family to develop case plan specific to increasing their protective capacities and decreasing active safety threats in home; completes necessary referrals; Maintains regular contact with supportive service providers to ensure coordination and effectiveness of services; ensures frequent and ongoing contact for parent/child parenting time; visits regularly with parent/caregivers and child(ren), including assessment of safety at every visit, per agency policies and required state standards; continues ongoing monitoring of case progression until the case is transferred or closed; completes necessary paperwork and SACWIS functions to transfer or close case as appropriate and deemed necessary for case progression.
- Completes necessary paperwork and documentation on a timely basis for case activities, which shall include but is not limited to: case reviews, safety assessments, case plans, placements, court reports, court complaints, SACWIS activity notes and placement changes. Responsible for demonstrating proficiency in mobile technology to aid in maintaining written documentation of assessment activities within required time frames including but not limited to: Safety and Family Assessments, Activity Logs, and Present Danger and Impending Danger Safety Plans. Responsible for other mandated paperwork as outlined by state regulations and agency policy.
- Reviews prior agency history completes background and criminal checks on parent(s) and alternative caretaker(s). Responsible for maintaining Children's Services File.
- Consults with Hamilton County Prosecutors Office, executes requests for legal actions, testifies to and demonstrates support of agency's position regarding case, and prepares for, attends, and participates in necessary court hearings. Attends conferences, reviews, supervision and training (these activities may include family conferences; transfer conferences; semi-annual reviews; individual and group supervision sessions; section and staff meetings, relevant training, etc.)

- Practices in a way which demonstrates awareness and understanding of cultural competency, socioeconomic differences, and respect for diversity in interactions and work with families; displays an awareness of the impact implicit bias has on outcomes for children and families
- Participates in organizational improvement projects, strategic planning meetings, and practice advancement efforts as needed.
- Performs other related duties as assigned.
- Attends conferences and training.

**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.

**PREFERRED QUALIFICATIONS:**

- Excellent written and verbal communication, strong organization skills, superior time management

**AGENCY-PREFERRED QUALIFICATIONS:**

- Degree in Social Work
- Licensed Social Worker

**PHYSICAL and/or MENTAL REQUIREMENTS:**

- Lift and carry children, child car seats, and infant carrier, large case files, and occasionally push a cart containing case files
- Stand entire length of home visit (an hour or longer),
- Conduct home visits despite extreme temperatures and inclement weather
- Significant walking to, from, and during home visits, supervised visitation, court, meetings, and other obligations.
- Frequently enter and exit motor vehicle
- Frequently climbing and descending stairs
- Potentially seeing and hearing traumatic events/situations
- Sitting for extended periods while working on the computer, home visits, court, meetings, etc.
- Stooping, bending, crouching
- Ability to lift 60 pounds.
- Potentially reading/seeing and hearing traumatic events/situations.

**HAZARDOUS and/or WORKING CONDITIONS:**

- Potentially hazardous/dangerous situations which could involve upset/violent clients
- Animals or insects in family homes
- This position requires some tasks that must be completed in the HCJFS offices, in court, or in the field; it is not eligible for full-time telework.

**LICENSURE AND CERTIFICATION REQUIREMENTS:** None

**POSITIONS SUPERVISED:** None

**BACKGROUND CHECKS REQUIRED:**

Background checks consistent with requirements in OAC 5101:2-5-09 must be completed at employment and every ten years following, including but not limited to the following systems:

- State Automated Child Welfare Information System (SACWIS)
- State Child/Abuse Neglect Central Registry Check for any state in which the applicant resided within the last five years
- Ohio Bureau of Criminal Identification Investigation (BCI)
- FBI
- National Sex Offender Public website (WWW.NSOPW.Gov) Code 5101:2-5-09 must be conducted for each prospective employee