

Children's Services Worker (Educational Specialist Worker) (3649-12)

Highly Competitive Employee [Benefits Package](#) and Generous Paid Time Off

11 Paid Holidays, Immediately Begin Accruing Paid Vacation and Sick Time, 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, 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: Full-Time (40 hours weekly)
(Potential for Hybrid Remote Work Schedule)

STARTING SALARY: \$20.99 hourly

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):

- Master's degree in Social Work (or Human Services related);
- **OR** Bachelor's degree in Social Work (or Human Services related)
- 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):

- Assists in the management of the educational issues and barriers of foster youth in the KISR! project. The KISR! project includes: maintaining regular contact with all participating schools and discuss each foster child's attendances, academics, behavior, etc.; schedules and attends school meetings, including but not limited to transportation, tutoring, organization of after school activities; Assists in enrolling/withdrawing foster youth in and from school; Assists youth's caseworkers in resolving any other educational issues, but not limited to transportation, tutoring, organization of after school activities; Visits with children in their placement setting to educate/update foster parents on foster youth progress in school; Updates the identified participating schools with the most accurate information about our foster youth, which include the following; maintain open dialogue with school regarding youth's appointments which could impact their educational success; Documents all educational information in the form of a court report before each dependency hearing; Keeps updated list of foster children at each participating schools; Logs all

interactions related to foster youth education into SACWIS; Works with related parties to ensure that foster youth are obtaining the proper level care related to education. Supports and Services to Transition-age youth include: Being a liaison between caseworkers, other internal/external stakeholders to gather information about the older youth and facilitate educational and employment supports. Serve as the point guard to provide supports and resources relating to housing, education and employment. Work collaboratively with OMJ and other entities in identifying additional supports/resources for older youth in care and emancipating youth. Help identify plans/goals for youth and monitor progress. Ensure data is collected to monitor overall older youth supports initiative as well as individual youth.¹²³

- Works collaboratively and participates in scheduled meetings with applicable parties. Meetings will address the successes and any type of barriers regarding both programs. Work closely with IS department in the development and review of outcome data reports and document all tasks in the program task tracker. Be part of the analysis team as assessment of the outcomes moves forward. Completes necessary paperwork on a timely basis. Paperwork may include case notes and case record dictation; case plans and updates; administrative case reviews; placement packets; social histories; procedural safeguards paperwork; situational reports as needed; and SACWIS updates.
- During summer months, and as workload dictates, carries a generic caseload of families whose children have been or are at significant risk of being abused or neglected. Primary role is to advocate for children through the family unit. The safety of children is paramount, and worker continually assesses the degree to which children are at risk. Develops case plan with family and provides casework services in the home of family. Provides casework services to children in placement and meets regularly with substitute care givers and ensure visitations are in place. Ensure paperwork and case notes are timely and updates as needed. Attends and participates in all necessary conferences, team meetings, and supervision.
- Attends conferences and training.
- Performs other related duties as assigned.

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

- **Knowledge of:** public relations; human relations; office practices and procedures; agency policies and procedures; government structure and process*; counseling; interviewing; social sciences (psychology, sociology, social work or related field; case management; child welfare practices and procedures.
- **Ability to:** define problems, collect data, establish facts and draw valid conclusions; understand manuals and verbal instructions technical in nature; gather, collate and classify information about data, people or things; prepare meaningful concise, and accurate reports; handle sensitive inquiries from and contacts with officials and general public; work cooperatively with other staff and supervision.

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.

PHYSICAL and/or MENTAL REQUIREMENTS:

- 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.

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