

## **Children's Services Worker (ICPC Worker) (3669-12)**

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

11 Paid Holidays, Immediately Begin Accruing Paid Vacation and Sick Time, 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, 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**)

**HOURLY 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):**

- Bachelor's degree in Social Work, Human Services, or other closely related field (i.e. those fields that involve the provision of direct services and the assumption of case responsibility, with training in social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, and/or marriage and family therapy, etc.)

### **AGENCY-PREFERRED QUALIFICATIONS:**

- Adoption Assessor Training and Certification, Tier I and Tier II assessor training

### **JOB DUTIES (SUMMARY):**

- Conducts adoptive and/or Interstate Compact placement home studies and updates prospective applicants for placement of a child or children in their homes through adoptive or ICPC placement; responsible for making placement recommendations regarding home study requests; responsible for assessing prospective applicants for their ability to parent a child through all stages of development; provides education, support, and assists with facilitating referrals for supportive services the family might require. Ensures timely completion of home study requests; continually assesses safety and risk of children by conducting home visits and interviews with children, placement providers, and collateral supports once children are placed by the sending state; provides casework services to children in placement and meets regularly with substitute care givers; communicates throughout the life of the ICPC case with other Children's Services agencies to ensure collaboration regarding casework decisions; caseload size can vary
- Reads, Reviews, and Adheres to all Agency, Children's Services, and Interstate Compact policies; responsible for maintaining written documentation of case activities; ensures required information is entered in SACWIS timely; responsible for completing all written documentation related to adoptive / ICPC referral materials, correspondence, home studies, and quarterly written progress reports as required by Interstate Compact policy, including all adoptive placement and finalization paperwork.
- Serves as subject matter expert relative to the interpretation and application of ICPC policies and procedures.

- 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.
- **Skill In:** Critical thinking, competent decision making, communication, family centered/strength based approach, trauma-informed care, professionally handling disagreements and stressful situations
- **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, 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),
- 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
- Sitting for extended periods while working on the computer, home visits, court, meetings, etc
- Stooping, bending, crouching

**POSITIONS SUPERVISED:** None

**HAZARDOUS and/or WORKING CONDITIONS:**

- Potentially hazardous/dangerous situations and could involve violent/upset clients
- Animals, insects, rodents in family homes
- Unstable Structures
- Must have mobile technology availability during work hours and on an emergency basis for after-hours calls

**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](http://WWW.NSOPW.Gov)) Code 5101:2-5-09 must be conducted for each prospective employee