

**CHILD PROTECTION CASEWORKER**  
**Adoption Assessor**

**Department:** Clinton County Job and Family Services – Placement Assessor-Placement Unit

**Type:** 1 Full-Time Position- \$18.74

**Probationary Period:** 365 Days

**Bargaining Unit Position:** No

**Reports to:** Child Protection Unit Supervisor

**Minimum Qualifications:** Bachelor's Degree in a social work or a related field, valid Ohio Driver's License, reliable transportation, excellent communication skills, ability to deal with people in difficult circumstances, competent computer skills. Previous experience in adoptions a current assessor certification is preferred.

**Job Duties:** Maintains a caseload of children in JFS permanent custody and provides ongoing adoptive case planning services. Continuously assesses child safety and well-being while providing information and services to children in placement. Required to meet at least monthly with substitute caregivers and children in the placement setting. Problem solves with foster/adoptive family for creative interventions to facilitate permanency planning. Arranges pre-placement visits between perspective adoptive parents and children. Will proactively seek out and recruit child-specific adoptive homes; may complete child-specific home studies for adoptive parenting licensing. At times will transport child to various appointments. Will continuously gather information regarding the child's history for the adoptive family and agency records. Provides support and education to foster/adoptive families.

Provides supervision of pre and post adoptive placements. Documents all placement activities within the required time frames as mandated by the Ohio Administrative Code and agency requirements. Must be able to meet deadlines. Attends and participates in family team meetings, reviews, and supervision; schedules, attends, and participates in child matchings, pre-adoptive staffings, and subsidy negotiations. Must be able to prepare court summaries and attend court hearings. Must have excellent communication skills.

Recruits foster/adoptive homes as prescribed by the agency recruitment plan. Actively recruits families for children in agency permanent custody. Plans and promotes training for foster, adoptive, and kinship families. Documents and reports ongoing training for agency foster parents. Documents activities for all placement activities within the required time frames as mandated by the OAC and agency requirements.

Maintains confidentiality of case and agency information. Complies with agency personnel policies and procedures. Demonstrates regular and predictable attendance.

**Please submit a letter of interest, resume, and 3 references to: Deputy Director, Amanda Randolph at [Amanda.Barrera@jfs.ohio.gov](mailto:Amanda.Barrera@jfs.ohio.gov).**

This job description is not intended to be all inclusive and may be changed at any time with or without notice. It not a contract of employment, express or implied. Job responsibilities may include other responsibilities as assigned by immediate supervisor, Department Head or Elected Official. Clinton County is an Equal Opportunity Employer.

