



Carroll County Job & Family Services

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Carrollton, Ohio 44615-0219 330-627-2571 Fax 330-627-3904

Director
Kate Offenberger

April 27, 2021

CAREER OPPORTUNITY

SOCIAL SERVICES WORKER 2

CARROLL COUNTY JOB AND FAMILY SERVICES IS ACCEPTING APPLICATIONS TO FILL A POSITION CLASSIFIED AS SOCIAL SERVICES WORKER 2.

THIS POSITION IS UNDER DIRECTION OF THE UNIT SUPERVISOR. JOB DUTIES INCLUDE BUT ARE NOT LIMITED TO: RECEIVE & TRANSMIT SOCIAL SERVICE REFERRALS, DEFINE PROBLEMS, DEVELOP & IMPLEMENT CASE PLANS, SET GOALS & MONITOR CASE PROGRESS; UTILIZE FIELD AND OFFICE CONTACT AND FOLLOW UP; PROVIDE SERVICES UNDER COUNSELING PREVENTION, TRANSPORTATION, CRISIS INTERVENTION, ETC. NEEDED BY ADULTS, CHILDREN, AGED, DISABLED AND HANDICAPPED.

EVALUATE & UPDATE PLANS WITH PROGRESS; MONITOR DIRECT PROVIDER SERVICES; ASSIST CLIENTS IN SELECTION OF SERVICES; INVESTIGATE & EVALUATE ALLEGATIONS OF ABUSE, NEGLECT AND EXPLOITATION OF CHILDREN & ADULTS. SUBJECT TO 24 HOUR CALL. HOME STUDIES FOR FOSTER, ADOPTIVE AND COURT PLACEMENTS.

DETERMINE INITIAL & ONGOING ELIGIBILITY FOR SERVICES; ESTABLISH & MAINTAIN RECORDS, DATA FORMS AND OTHER PERTINENT INFORMATION; COMPILE SOCIAL HISTORIES; NEGOTIATE & ENTER INTO CONTRACTS & VENDOR AGREEMENTS; DO BILLINGS AND REPORTS; MAINTAIN CLOSE WORKING RELATIONSHIP WITH PROVIDERS. REPRESENT AGENCY IN COURT.

MAKE REFERRALS TO OTHER UNITS IN AGENCY; WORK WITH OTHER AGENCIES & RESOURCES; PROVIDE INFORMATION & REFERRAL TO CLIENTS & PUBLIC. ORGANIZE AND CONDUCT STRUCTURED PARENTING CLASSES. PARTICIPATE IN COMMUNITY & SERVICE ORGANIZATIONS; ATTEND CONFERENCES, WORKSHOPS AND SEMINARS. INFORM CLIENTS OF THEIR RIGHTS AND PARTICIPATE IN HEARINGS. PERFORM OTHER DUTIES AS ASSIGNED.

APPLICANT MUST HAVE A VALID DRIVERS LICENSE.

SALARY RANGE IS 28, STARTING SALARY IS \$18.93 PER HOUR AND EXCELLENT BENEFITS ARE PROVIDED.

APPLICATIONS CAN BE PRINTED FROM THE AGENCY WEBSITE (WWW.CARROLLCOUNTYJFS.COM) OR PICKED UP AT THE AGENCY. SEND APPLICATIONS TO: CARROLL COUNTY JFS, PO BOX 219, CARROLLTON, OH 44615. THE DEADLINE TO APPLY IS MAY 19, 2021.

Bachelor's degree in Social Work or related field preferred. Carroll County JFS does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or veteran status in employment of the provision of services.

MINIMUM CIVIL SERVICE QUALIFICATIONS

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| <ul style="list-style-type: none"> • A bachelor's degree in human services-related studies. |
| <ul style="list-style-type: none"> • OR a bachelor's degree in any field and have been employed for at least two years in a human services occupation. |
| <ul style="list-style-type: none"> • OR an associate's degree in human services-related studies. |
| <ul style="list-style-type: none"> • OR been employed for at least five years in a human services-related occupation. |

For employment to continue, a person described in Option 2, 3, or 4 above must obtain a job-related bachelor's degree not later than five years after the date employment with the agency commences.

NOTE: All liability and responsibility for determining "human services-related studies" or "human services-related occupation" rests with the employing agency.

Per Section 5153.122 of the Ohio Revised Code, each caseworker shall complete at least one-hundred two hours of in-service training during the first year of the caseworker's continuous employment, consisting of courses in recognizing and preventing child abuse and neglect, assessing risks, interviewing persons, investigating cases, intervening, providing services to children and their families, and other topics relevant to child abuse and neglect. After the first year of continuous employment, each caseworker annually shall complete thirty-six hours of training in areas relevant to the caseworker's assigned duties.

In addition, applicant must have valid driver's license.

UNUSUAL WORKING CONDITIONS/HAZARDS

This position possesses responsibility for the safety of children or adults by requiring the incumbent to make determinations as to whether these children or adults are in an "imminent risk of harm." These children and adults are incapable of protecting themselves from physical, mental, and/or sexual abuse. Injuries, if they do occur are likely to involve temporary disabilities such as bruises or cuts. Serious mistakes in terms of failing to remove children or adults from homes could conceivably, although extremely infrequent, cause death (e.g., suicide) or a permanent disability. Additionally, the position involves performing duties which require taking some special safety precautions, such as when contacting and negotiating with a family suspected of child abuse or neglect. However, performing this duty does not require the use of protective clothing. Exposure to these situations is likely to result in threats of injury, which are rarely acted upon. However, the position involves regular exposure to environmental factors (e.g., cold, excessive heat, noise, fumes, vibration, dirt) during interviews and meetings conducted outside of the office. The position may involve lifting or carrying children, and exposure to contagious diseases.

ADDITIONAL AGENCY REQUIRED QUALIFICATIONS
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| <ul style="list-style-type: none"> • Sensitivity to the cultural differences of customers and colleagues. |
| <ul style="list-style-type: none"> • Basic knowledge of Microsoft Office. |
| <ul style="list-style-type: none"> • Basic knowledge in navigating the Internet. |
| <ul style="list-style-type: none"> • Basic knowledge of Microsoft Outlook including sending and receiving e-mail. |

