

MEDINA COUNTY JOB & FAMILY SERVICES EMPLOYMENT OPPORTUNITY

Posting # 2023-28 (PCN 412841003)
Bargaining Unit

POSTED	Thurs., Sept. 28, 2023	CLOSED	Wed., Oct. 4, 2023
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POSITION	Social Service Case Aide	CLASS	30129 - Medina Social Service Case Aide
RANGE	25	BASE RATE	\$ 15.79 per hour
DIVISION	Social Services	SUPERVISOR	Sharon Holmes

APPLICATION	<p><i>Current employees use Internal Application Form. Others use Medina County Job Application. Medina County JFS is an Equal Opportunity Employer.</i></p>
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Summary of Essential Duties

Under the direction of the unit Supervisor, provides in-home parental support and parenting education; monitors and documents supervised family visits; provides transportation to families; assists with other child placement activities and assists with clerical/support services.

Functions of the Position

1. Is familiar with and functions in accordance with the classification specifications and agency policies and procedures.
2. Presents self in a professional and culturally sensitive manner to co-workers, staff, other agency personnel and the public.
3. Returns phone calls and correspondence in a timely manner, adhering to agency policy and time frames.
4. Demonstrates knowledge of ODJFS rules, state regulations, local laws and agency policy pertaining to protective services.
5. Transports children and other family members to and from the agency, foster homes, medical appointments, schools, family visits or other venues as needed.
6. Works a varied schedule. Will require evening and weekend hours.
7. Monitors and documents supervised family visits in the office or at venues to be decided by social worker or legal staff.
8. Provides other placement activities (i.e., obtaining 5-day physical for child, assisting with placement at substitute care setting, purchasing emergency food, clothing and/or relative/kinship providers.
9. Providing parental support and parenting education to the family of origin and/or relative/kinship providers.
10. Participates in court hearings and provides testimony based upon observations and records from supervised visitation.
11. Assists with clerical support (i.e., compiles case records according to agency policy, completes

- miscellaneous correspondence, files records according to case status and agency policy, scans documents, assures that basic supplies exist for the division).
12. Keeps current on training requirements, attends required meetings and shares gained information with co-workers. Provides leadership and mentoring for other unit members regarding policies, procedures and resources.
 13. Meets all job safety requirements and all applicable OSHA safety standards that pertain to job duties.
 14. Performs other duties as assigned.
 15. Demonstrates regular and predictable attendance.

Knowledge, Skills and Abilities

Knowledge of: Ohio Department of Job and Family Services rules and regulations; Safety practices; office practices and procedures; office equipment (e.g., fax machine, copy machine, postage meter); computer operations; Social Welfare issues; agency departments and work units; filing principles; automobile operations.

Skill in: Organization; oral communication; operating machines (e.g., phone equipment, copier, fax, postage meter, computer); word processing; written communication; operating motor vehicle.

Ability to: Give or exchange facts or routine information; answer routine questions or inquiries; assist other staff; perform a full range of standard clerical assignments; compile records; maintain accurate records and logs; complete forms; arrange information alphabetically; sort items into categories according to established methods; use computers; exert light to moderate physical effort with the ability to lift 30 lbs.; monitor sensitive family visits.

Qualifications

Completed bachelor's degree or associate degree from an accredited institution

Or

High school diploma

Additional Requirements

Must successfully undergo BCI background check

Successfully complete an alcohol and drug screening

Possess a valid Ohio Driver's License

Provide proof of eligibility to work in the United States

Inherently hazardous or physically demanding working conditions:

May encounter irate clients or individuals; may have some exposure to environmental factors (e.g., cold, excessive heat, noise, fumes, dirt, contagious diseases, unsanitary conditions, insect infestation, bodily wastes, odors, common office chemicals, such as toner and correction fluid); may involve lifting up to 40 pounds (i.e., children, car seats, supplies).

APPLICANTS CAN SUBMIT A RESUME TO KIMBERLY.HART@JFS.OHIO.GOV