

CHILD PROTECTION CASEWORKER
INVESTIGATIONS/ASSESSMENT UNIT

To apply for this position, please email resume and cover letter to: Sarah.Downing@jfs.ohio.gov. Resume should include 3 references including phone and email contact information. Resumes should be received by 4:30 pm on 9/16/19.

Department: Clinton County Job and Family Services – Investigations/Assessment Unit

Type: 1 Full-Time Position \$17.00 per hour

Probationary Period: 365 Days

Date Posted: August 29, 2019

Bargaining Unit Position: No

Classified or Unclassified: Classified

Exempt or Nonexempt: Nonexempt

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.

Job Duties: Receives reports of and investigates complaints of abuse, neglect, emotional maltreatment and dependency in accordance with the Ohio Revised Code. Works with parents in an effort to keep homes intact through information, referral, counseling and direct casework. Makes recommendations regarding custody and placement of children.

Cooperates with institutional staff, foster parents, churches, schools, health organizations, physicians, specialist, other agencies, community groups, courts, recreational facilities and all other resources to promote better services to children and their families. Works with law enforcement personnel and agencies in investigating possible criminal acts.

Documents all case activities by maintaining case notes. Prepares cases for court proceedings and attends those proceedings. Attends reviews held for children on their case list. Responds and provides casework services while on call to provide 24-hour assistance.

Prepares and attends various meetings including, but not limited to, casework, staff, staff development programs and other related meetings.

Transports children to medical, school, visitation and other necessary appointments.

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

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.