

Children's Services Worker - ICPC/Records Coordinator (1979-12)

Deadline to Apply: August 19, 2019

Work Location:

Job & Family Services
222 E. Central Parkway
Cincinnati, OH 45202

Work Hours: Full Time – 80 hours biweekly

Starting Salary: \$18.17-\$24.69/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.

Requirements (Education, Experience, Licensure, Certification):

- Bachelor's degree in Social Work (or Human Services related) or Master's degree in Social Work (or Human Services related);
- Must possess a valid driver's license issued in the state of residency.
- Must have the use of an insured automobile.
- A criminal records check conducted by the Bureau of Criminal Identification and Investigation and the FBI is required

Position Specific Qualifications

Able to lift and carry large case files and occasionally push a cart containing case files.

Job Duties (Summary):

- Manages incoming and outgoing Interstate Compact on the Placement of Children (ICPC) requests. Monitors and ensures that the requirements set forth to place children in and out of state are followed. Reviews and processes incoming and outgoing ICPC requests, referral material, correspondence, home studies and quarterly progress reports. Monitors and tracks ICPC requests to ensure timely completion of home studies. Ensures that all requirements are met for placement of children into Hamilton County and that appropriate financial, legal, and social service planning takes place prior to placements. Organizes and maintains all materials related to children involved with interstate placements, and materials related to Interstate Compact laws and procedures. Maintains daily correspondence with internal staff as well as staff in sending and receiving states and state offices.
- Reviews, and responds to external customer inquiries, third party requests and subpoenas for Children's Services case record information. Redacts and copies confidential information and sensitive materials present in Children's Services records. Provides written summaries of pertinent and allowable case information. Maintains necessary records of information released.

- Distributes, requires and maintains copies Authorization for Release of Information and Waiver of Claims and or the Director Designee Authorization to Release. Prepares and sends correspondence including Requests for Case Information Letter, Request for Case Information form, the Private Agency Records Request and or the Subpoena Record Letter.
- Serves as subject matter expert relative to the interpretation and application of ICPC policies and procedures. Provides consultation, guidance, training and assistance to staff.
- Consults with the Prosecutor's Office regarding questionable and or complex public requests, completing necessary follow up as appropriate.
- Performs other related duties as assigned.
- Attends necessary training as required.