



# COUNTY OF SUMMIT

THE HIGH POINT OF OHIO

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## Protective Caseworker

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening. To apply for the position, please click the **Apply for this Job** link/button.

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**Please see Special Instructions for more details.**  
 \*Please note, candidate MUST have child protective services experience.\*

## Position Details

### Job Information

<b>Appointing Authority</b>	Summit County Children Services
<b>Bargaining Unit</b>	CWA, Local #4546, AFL-CIO
<b>Department/Division</b>	Children Services
<b>Full Time/Part Time</b>	Full Time
<b>Regular/Temporary</b>	Regular
<b>Work Schedule</b>	Monday – Friday, 8:30am to 4:30pm
<b>Job Description</b>	<p>Delivers social service to families and children involved with Summit County Children Services. Provides case management to families; develops case plans to maintain the family unit and/ or reunify the family. Completes investigations and assessments to evaluate safety and risk of children being served.</p> <p><b>Please note, candidate MUST have child protective services experience.</b></p>
<b>Required Qualifications</b>	<p>Qualifications</p> <p>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>Education and/or Experience</p> <p>Minimum education required: Bachelor's Degree in Social Work or related field                      Minimum years of experience: Two (2) years casework experience in child welfare (preferred), mental health or family services.</p> <p>Certificates, Licenses, Registrations                      Minimum certification/license: LSW or PC                      Incumbent must possess a valid State of Ohio drivers' license with no more than eight (8) points on his/her driving record at any time; and possess auto insurance as defined by Ohio Administrative Code (OAC) at all times.</p> <p><b>Please note, candidate MUST have child protective services experience.</b></p>

<b>Preferred Qualifications</b>	
<b>Pre-Employment Testing Requirements</b>	Criminal Background Check, Pre-employment Drug and Alcohol Testing
<b>Work Environment</b>	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is of moderate intensity.</p>
<b>Physical Demands</b>	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this Job, the employee is regularly required to: sit; use hands to manipulate objects; reach with hands and arms, and talk or hear. The employee is frequently required to stand and walk.</p> <p>The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to twenty five (25) pounds, occasionally lift and/or move up to fifty (50) pounds and rarely lift and/or move up to one hundred (100) pounds.</p> <p>Specific vision abilities required by this job include: close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.</p>
<b>Licensing/Certification</b>	<p>Certificates, Licenses, Registrations                      Minimum certification/license: LSW or PC                      Incumbent must possess a valid State of Ohio drivers' license with no more than eight (8) points on his/her driving record at any time; and possess auto insurance as defined by Ohio Administrative Code (OAC) at all times.</p>
<b>Additional Information</b>	<p>Other Qualifications</p> <p>Incumbent is required to travel to/from Agency meetings within the County and State as directed by his/her chain of command, and as required for job duties. Travel requires the use of a vehicle insured in the incumbent's name, unless a County-owned vehicle is secured pursuant to contract language and/or Agency policy/procedure. Personal vehicles must be in good working order and appropriately accommodate passengers as needed.</p> <p>Regular attendance is required. Incumbent must adhere to Agency policies regarding use of time off at all times.</p> <p>Incumbent is required to adhere to Agency rules &amp; regulations and support the mission, vision &amp; guiding principles at all times.</p>

### Job Duties

<b>Job Duty Name</b>	Essential Job Duties and Responsibilities
<b>Description of Job Duty</b>	<p>Provides case management services to children. Visits a minimum of monthly with all children in the placement setting or own home to assess safety and care. Assists parent and/or caregiver in ensuring medical, therapeutic, psychiatric, educational and other applicable needs of children are met.</p> <ul style="list-style-type: none"> <li>•Develops case plans with all parties. Regularly reviews case plan progress with all parties. Conducts monthly visits with adult/parent/caregiver associated with case/child. Completes referral and linkage to services for children and families. Assess and evaluates family progress.</li> <li>•Arranges, coordinates or supervises family visits at the Family Interaction Center, community, parent or relative homes.</li> <li>•Completes CAPMIS tools, and other relevant reports and forms, such as Family Search and Engagement, Child Study Inventory, Social Medical history and ICPC requests in accordance with ODJFS and agency guidelines. Completes documentation into the SACWIS system according to agency and departmental guidelines.</li> <li>•Investigates calls of concern and provide children and families with supportive intervention.</li> <li>•Works collaboratively with the Legal Department to file necessary affidavits and motions. Prepares testimony and summaries for court hearings. Represents the Agency's position in court.</li> </ul>

	<ul style="list-style-type: none"> <li>•Attends and participates in supervision as established by the supervisor based on the needs of the worker/caseload. Attends and participates in various unit and departmental meetings. Attends trainings to keep apprised of current child welfare issues and meets the yearly hourly requirements for licensure and child welfare agency.</li> </ul>
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### Job Duties

Job Duty Name	Core Competencies
<b>Description of Job Duty</b>	<p>To perform this job successfully, an individual must demonstrate the following competencies:</p> <ol style="list-style-type: none"> <li>1.Adaptability – Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events; Reacts well under pressure.</li> <li>2.Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings. Writes clearly and informatively; Varies writing style to meet needs; Able to read and interpret written information.</li> <li>3.Customer Service – Manages challenging or emotional client and employee situations; Responds promptly to client’s/employee needs; Solicits client feedback to improve service; Responds to requests for service and assistance.</li> <li>4.Dependability – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time. Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to complete goals and finalize work duties; Completes tasks on time or notifies appropriate person with an alternate plan; Follows through on commitments; Follows policies and procedures.</li> <li>5.Cultural Competency – Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment;.</li> <li>6.Ethics – Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values; Treats others with respect and consideration regardless of their status or position; Maintains confidentiality.</li> <li>7.Initiative – Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.</li> <li>8.Innovation – Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others’ attention.</li> <li>9.Interpersonal Skills – Focuses on solving conflict, not blaming;; Listens to others without interrupting; Keeps emotions under control; Remains open to others’ ideas and tries new things; Approaches others in a tactful manner; Demonstrates insight and empathy.</li> <li>10.Planning/Productivity – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans; Meets productivity standards; Completes work in timely manner; Strives to increase productivity.</li> <li>11.Problem Solving – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.</li> <li>12.Safety and Security – Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.</li> <li>13.Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others’ views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone’s efforts to succeed.</li> <li>14.Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote excellence; Monitors own work to ensure quality.</li> </ol>

### Requisition Details

#### Requisition Details

<b>Requisition Number</b>	B-0122019-R
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<b>Working Title</b>	Protective Caseworker
<b>Posting Type</b>	External/Public Posting
<b>Number of Vacancies</b>	1
<b>Advertised Salary</b>	\$19.72/hour (training) \$20.51/hour (Bachelor's) \$22.84/hour (Master's)
<b>Open Date</b>	03/27/2019
<b>Close Date</b>	04/27/2019
<b>Open Until Filled</b>	No
<b>Special Instructions Summary</b>	<b>Please note, candidate MUST have child protective services experience.</b>

## Supplemental Questions

Required fields are indicated with an asterisk (\*).

- \* Do you possess a degree or will you have one in the next 6 months in one of the following: Social work, Counseling, Psychology, Sociology, Criminal Justice, Human Development & Family Studies or Child & Family Studies?
  - Yes
  - No
- \* Do you possess an LSW, LISW, LISW-S, PC or PCC?
  - LSW
  - LISW
  - LISW-S
  - PC
  - PCC
  - I do not have any licenses/certification listed above
- \* Have you worked for a public (county or state) child welfare agency?
  - Yes
  - No
- \* Do you have any experience working/interning in a child welfare agency?
  - Yes
  - No
- \* Are you a University Partnership Program (UPP) graduate?
  - Yes
  - No
- \* Have you ever interviewed for employment or been employed at SCCS or Summit County? If yes, please give dates and explanations. If no, please enter "No"  
(Open Ended Question)
- \* Are you related to anyone on the Board of SCCS or anyone employed by SCCS or Summit County? If yes, please give name and relationship. If no, please enter "No"  
(Open Ended Question)
- \* Have you ever received services or been involved with Summit County Children Services or any other Child Welfare system? If yes, please give dates and explanation. If no, please enter "No"  
(Open Ended Question)
- \* Have your driving privileges ever been denied, suspended or revoked? If yes, please give dates and complete reasons. If no, please enter "No"  
(Open Ended Question)
- \* What is your driver's license number? If you do not possess a driver's license, please enter "N/A".  
(Open Ended Question)
- \* Have you been convicted of or plead guilty to any offense identified in the Ohio Administrative Code (OAC) 5101:2-5-09? If yes, please give offenses, dates and explanations. If no, please enter "No"
  - Yes
  - No
- \* Do you currently use tobacco products?
  - Yes
  - No

## Documents Needed to Apply

### Required Documents

1. Resume

**Optional Documents**

1. Cover Letter

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