

Crawford County Job and Family Services

Income Maintenance*Workforce Development*Child Support Enforcement*Children Services

JOB & FAMILY SERVICES

224 Norton Way
Bucyrus, Ohio 44820
Tel 419-562-0015
Fax 419-563-9797

CHILDREN SERVICES

224 Norton Way
Bucyrus, Ohio 44820
Tel 419-563-1570
Fax 419-562-0050

VACANT POSITION – SEE ATTACHED POSITION DESCRIPTION

Social Services Worker 1
BASE: \$15.20

Class Number: 30131
Range: 04

EQUAL OPPORTUNITY EMPLOYER

***IF YOU ARE INTERESTED AND YOU MEET THE QUALIFICATIONS, AN APPLICATION (found at our website: www.crawfordcountyjfs.org), COVER LETTER AND RESUME MUST BE SUBMITTED DURING THE POSTING DATES LISTED BELOW. ***

CONTACT INFORMATION: ATTN: ANDREA TRUEX

Andrea.Truex@jfs.ohio.gov OR MAIL TO: CRAWFORD COUNTY JOB AND FAMILY SERVICES,
224 NORTON WAY, BUCYRUS, OH 44820.

POSTING DATES: 02/19/2021-03/05/2021

Receives and directs where appropriate incoming calls to the unit; Monitors the service delivery of county social service providers; Provides direct service to clients per caseworker/supervisor instruction (i.e. Supervised visits); Assists clients with referrals and with obtaining emergency needs through community resources; Assists clients with obtaining information, completing forms, understanding programs and procedures, and determines eligibility for programs; Provides supervision/child care while parents are being interviewed; Creates flyers, brochures, etc. for marketing, recruitment or general information; Submits criminal records requests; Distributes foster care/adoption information; Delivers legal documentation to court and/or prosecutors' office; Completes forms and enrollments for foster children; Gathers information from other agencies or law enforcement as directed by supervisor; Assist with monitoring visitation: Manage front desk.

Accompanies caseworker on investigation or home visits to collect and record information; Assists caseworker with case specific decision making with supervisor instruction; Assists caseworker in obtaining and verifying client information, formulating service objectives and plans, arranging service delivery, recording cases, and summarizing service provision reports; Assists caseworker with placement of foster children, locating and securing foster homes or other placements, and with adoption searches and other recruitment activities; Assists caseworker with placement of adult clients in assisted living or nursing homes; Coordinates, observes and documents in writing the results of visits whether inside or outside the agency; Assists with screening over lunch hour/back up; Scan documents and mail into document imaging system and to workers.

Uses state computer system to complete case narratives on clients and capture all case information as needed in SACWIS or APS data systems; Enter data and run reports in SACWIS, compiles statistical data to aid in report generation; Updates SACWIS and APS systems with referral information and checks system for client history; BCI & I /FBI fingerprinting; Court entry into SACWIS.

MINIMUM QUALIFICATIONS

Per Section 5153.112 of the Ohio Revised Code, applicants of a Public Children Services unit must have one of the following:

1. An Associate's degree in human services-related studies, 2. **OR**, an Associate's degree in any field and have been employed in a human services occupation. For employment to continue, a person described in Option 1 and 2 above must obtain a job-related bachelor's degree not later than five years after the date employment with the agency, with the ability to advance to the Social Services Worker 2 level.
2. Must possess a valid Ohio driver's license and maintain insurability under the County's vehicle insurance policy.

UNUSUAL WORKING CONDITIONS: The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to possible injury due to unclean or unsanitary conditions; has contact with potentially violent or emotionally distraught persons; has exposure to hazardous driving conditions; has exposure to potentially vicious animals; has exposure to bed bugs, lice, scabies and other insects; works in or around crowds; ascends and/or descends ladders, stairs, or scaffolds; has to work irregular hours.