

NOTICE OF VACANCY
Mahoning County Children Services
222 West Federal Street
Youngstown, OH 44503
330-941-8888

Position Title: Child Welfare Caseworker/SACWIS Coordinator

Building/Location: Mahoning County Children Services

Director/Supervisor: IT Manager

Salary Range: \$36,816.00/yr.

Date Issued: 07/15/22

Filing Deadline: In order to be considered, an application must be submitted **by 4:30 p.m. on Friday, July 29, 2022**. Interested individuals may obtain an application on-line at www.mahoningkids.com. Applications/Resumes may be submitted by e-mail to susan.babinec@jfs.ohio.gov or submitted to:

Mahoning County Children Services
Attn: Human Resources
222 W. Federal Street
Youngstown, OH 44503

Responsibilities: Under the general supervision of the IT Manager, oversees the agency support and training of the Ohio Statewide Automated Child Welfare Information System (SACWIS) as well as the Traverse system.

ESSENTIAL JOB FUNCTIONS:

- Oversee the agency support and training of the Ohio Statewide Automated Child Welfare Information System (SACWIS).
- Provide support and training to new and transitioning Social Service casework employees as they begin to integrate their SACWIS and Traverse knowledge with working with clients in the field.
- Train staff on implementation of changes made in SACWIS, Traverse and other electronic data systems.
- Serves as the agency's contact for staff reporting concerns with SACWIS or Traverse Issues.
- Prepares and submits SACWIS and Traverse "trouble tickets" to the ODJFS Help Desk.
- Create and provision new employees in SACWIS and Traverse and submit to state for access.
- Create name badges for all new employees.
- Responsible for uploading and entering all data for Restricted Cases in the Traverse system.
- Monitors Traverse document imaging issues with IT staff.
- Monitors storage and destruction of hard copy case documentation after it has been scanned.
- Responsible for case transfers, linking or associating cases, merging cases and people that are duplicated in the system.
- Hold monthly trainings on SACWIS or Traverse as needed by staff to have a full understanding of both.
- Provide additional training and support in the field to new casework staff regarding utilization of SACWIS and Traverse.
- Run SACWIS reports generated through SACWIS and Crystal Reports.
- Backup to SACWIS Compliance Specialist
- Attend Agency meetings and state webinars for updates on both the Traverse and SACWIS systems
- Consult with supervisors on unit activities
- Perform other related duties as assigned by IT Manager that may not be mentioned above.

- **Qualifications:** Associate, B.A. or B.S. in Social Work, Sociology, or other human services related field.
- Must have valid Ohio driver's license, state minimum automobile insurance, and car available at all times.

MAHONING COUNTY CHILDREN SERVICES
AN EQUAL OPPORTUNITY/ADA COMPLIANCE EMPLOYER, M/F V/H