



Fairfield County Ohio

## Social Service Worker 1 - Family Support Specialist

<b>SALARY</b>	\$19.98 - \$23.23 Hourly	<b>LOCATION</b>	Lancaster 43130, OH
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	00539
<b>DEPARTMENT</b>	JOB & FAMILY SERVICES	<b>DIVISION</b>	Protective Services
<b>OPENING DATE</b>	02/26/2024	<b>CLOSING DATE</b>	4/30/2024 at 11:59 PM Eastern Time (US & Canada)

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### Description

*The Family Support Specialist position works in tandem with Protective Services case work staff to provide support and assistance in various locations including the office, the field and placement settings. Working closely with staff who are responsible for assessing allegations of abuse/neglect/dependency within families, the Family Support Specialist may complete documentation for home visits, provide transportation of children or monitoring of parenting time, and make referrals to service providers/law enforcement. Additional duties may include administering drug tests, compiling social/medical history, completing written work products and maintaining case record documentation.*

*The successful Family Support Specialist will be proficient with both written and oral communication skills, able to prioritize and organize activities independently and a consummate team player ready to pitch in to serve families and children at the highest standards of customer service excellence.*

### Duties

**50%** Provides support and assistance to caseworkers in the office and field who are responsible for assessing allegations of abuse/neglect/dependency within families. Accompanies caseworkers in the field during home visits and assists with the removal and placement of children when necessary. Completes documentation for home visits, assists with calls to providers/collaterals, makes referrals to service providers/law enforcement. Administers drug testing for clients, utilizes and updates the randomization of the drug testing system for the service teams. Provides coverage and assistance for parenting time coordinators by assisting with transportation of parents/children, as well as supervising visits of children in agency custody. Assists caseworkers with the coordination of services for families between multiple agencies and accompanies parents/children in agency custody to appointments. Assists the service team with picking up LEADS requests.

**25%** Maintains case record documentation in the SACWIS and the Electronic Data Management System (EDMS) (e.g., photos, audio/video recordings, activity logs, forms, written summaries, assessments, social history, court documents) for supervisory approvals and agency record retention.

**15%** Writes child studies and assists with transfer activities for cases transitioning from unit to unit.

**10%** Participates in ongoing training to include Caseworker Core, supervisory/staff meetings, group decision making and other related management support tasks.

## **Qualifications**

- Completion of undergraduate major core coursework or two years technical training in behavioral science, social science, early childhood development technology, education or related field.

- Or four courses in behavioral science one of which must be in child development or two years experience in behavioral science of which 6 months must be in the area of child development, one course or six months experience in business mathematics, one course or six months in experience in interviewing, one course or six months experience in typing, keyboarding or word processing.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

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### **Agency**

Fairfield County Ohio

### **Phone**

740-652-7880

### **Website**

<https://www.co.fairfield.oh.us/>

### **Address**

210 E. Main Street

Lancaster, Ohio, 43130