

30 Days to Family Specialist - Children's Services (2703-12)

Highly Competitive Employee [Benefits Package](#) and Generous Paid Time Off

DEADLINE TO APPLY: Open Until Filled

WORK LOCATION:

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

WORK HOURS: Full Time – 80 hours biweekly
(Potential for Hybrid Remote Work Schedule)

STARTING SALARY: \$18.17/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.

Applicants for Children's Services positions cannot provide foster care for children in the custody of Hamilton County.

JOB DUTIES (SUMMARY):

- Expand efforts to find safe, appropriate relative supports for children entering foster care. Collaborate with the case manager and court officials with meeting the Fostering Connections to Success Act, applicable Ohio statutes, and Ohio Department of Job and Family Services policy in regards to relative/kin notification and placement. Research and coalesce information from relatives/kin to expand the child's support system and family connections, while identifying potential relative home providers. Identify and document at least 80 family/kin for each child through Family Finding search activities, including: internet & database searches, Children's Division and Juvenile Court case file reviews, child & family interviews.
- Facilitate timely communication with the team and provide the referring agencies with accurate family documentation, including detailed genograms, family contact information, and identified family supports. Assist in preparing the family for licensure by explaining the licensing process and assisting with home licensing requirements.
- Attend all meetings and court hearings, advocating for relative/kin placement. Attend and participate in necessary conferences, reviews, supervision and training. These activities may include: family conferences; transfer conferences; semi-annual reviews; individual and group supervision sessions; section and staff meetings, and relevant training. Complete timely and thorough assessments on the child and family functioning upon case referral and case closure to measure the success and outcomes of the program.
- Submit detailed activity notes and documentation of all case-related billing activities to submit to multiple funders. Maintain accurate files and records for each client.
- Attends necessary training as required. Performs other related duties as assigned.

REQUIREMENTS (EDUCATION, EXPERIENCE, LICENSURE, CERTIFICATION):

- Master's degree in Social Work (or Human Services related); or Bachelor'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.

KNOWLEDGE, SKILLS AND ABILITIES: (*Indicates developed after employment)

- **Knowledge of:** public relations; human relations; office practices and procedures; agency policies and procedures; government structure and process*; counseling; interviewing; social sciences (psychology, sociology, social work or related field; case management; child welfare practices and procedures.
- **Ability to:** define problems, collect data, establish facts and draw valid conclusions; understand manuals and verbal instructions technical in nature; gather, collate and classify information about data, people or things; prepare meaningful concise, and accurate reports; handle sensitive inquiries from and contacts with officials and general public; work cooperatively with other staff and supervision.

ESSENTIAL JOB FACTORS:

- Must undergo a background check via the Ohio Bureau of Criminal Identification and Investigation (BCI). Must have a car, valid driver's license issued by the state of residency and required auto liability insurance.
- Must have cell phone availability during working hours-Cell phone stipend eligible.

POSITION SPECIFIC QUALIFICATIONS:

- Lift and carry children; lift and carry child car seats; lift and carry infant carrier;
- Stand entire length of home visit (an hour or longer); c
- Conduct home visits during warmest months of the year (no air conditioning);
- Significant walking during home visit, and frequent walking to and from court;
- Frequently enter and exit motor vehicle; frequently climbing and descending stairs;
- Sitting for extended periods while driving;
- Stooping, bending, crouching;
- Able to quickly exit hazardous/dangerous situations that could involve violent clients, violent relatives, vicious animals, insects, rodents, unstable structures, etc.;
- Able to lift and carry large case files and occasionally push a cart containing case files.

PREFERRED QUALIFICATIONS:

- Demonstrated experience working with interdisciplinary teams utilizing innovative strategies to overcome obstacles
- Excellent written and verbal communication, strong organization skills, superior time management
- Experience with Team facilitation, conflict resolution and negotiation
- Adaptable and flexible
- Ability and comfort working with diverse populations in various environments
- Basic knowledge of Microsoft Office programs, understanding of, or ability to learn, Genopro
- Works independently exercising keen assessment skills

POSITIONS SUPERVISED: None

LICENSURE AND CERTIFICATION REQUIREMENTS: None

BACKGROUND CHECKS REQUIRED:

Background checks consistent with requirements in OAC 5101:2-5-09 must be completed at employment and every ten years following, including but not limited to the following systems:

- State Automated Child Welfare Information System (SACWIS)
- State Child/Abuse Neglect Central Registry Check for any state in which the applicant resided within the last five years
- Ohio Bureau of Criminal Identification Investigation (BCI)
- FBI
- National Sex Offender Public website (WWW.NSOPW.Gov) Code 5101:2-5-09 must be conducted for each prospective employee

If you are seeking more information about this posting, please [CLICK HERE](#)