

Children's Services Worker- Child Specific Recruiter (2334-12)

Deadline to Apply:

September 28 2020

Work Location:

Hamilton County Job and Family Services
222 East Central Parkway
Cincinnati, OH 45202

Work Hours:

80 Hours Bi-Weekly

Starting Salary:

\$18.17 an hour

NOTE: Applicants for positions with Hamilton County Job and Family Services are subject to background screening in accordance with the document: [Inventory of Criminal Offenses Ruling Out Consideration for Hire](#). Convictions from this list may disqualify a candidate for employment with HCJFS.

Requirements (Education, Experience, Licensure, Certification):

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

POSITIONS SUPERVISED:

None

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

Knowledge of: counseling, case management; interviewing; psychology and/or Human Behavior; sociology or social work; agency and/or community counseling programs

And services specific to area in which employed; federal and state regulations governing delivery of services; treatment team concepts; agency/institution practices and procedures.

Ability to: define problems, collect data, establish facts and draw valid conclusions; apply principles to solve practical, everyday problems dealing with variety of variables; recognize unusual or threatening conditions and take emergency action; review; critique individual programming and make feasible recommendations; gather, collate and classify information about data, people or things; develop good rapport with clients, residents, and respective families, handle sensitive face to face contacts and inquiries; cooperate with co-workers; establish goals and objectives; deal with a variety of variables and determine specific courses of action on basis of need; prepare routine letters reflecting standard procedures; write accurate reports; carry out instructions in written or oral form; work alone on most tasks.

ESSENTIAL JOB FACTORS:

Must undergo a background check via Ohio Bureau of Identification and Investigation (BCI). Must maintain a valid driver's license issued by the state of residency and 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); 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.

Job Duties (Summary):

- Utilizes the Wendy's Wonderful Kids child focused recruitment strategy concentrating exhaustively on an individual child's history, experiences and needs in order to find an appropriate permanent family. Caseload will include children in permanent custody waiting for adoption or PPLA legal status needing permanency planning. Collaborates with child's case manager and team members, assesses child's understanding and preparedness for adoption, educates and helps prepare children for adoption, develops child specific recruitment plans, schedules and completes monthly visits, attends team meetings, court hearings and other appointments as needed, conducts diligent searches seeking out potential adoptive families and other connections, provides updates on recruitment efforts at match committee meetings and clinical case consultations, plans and hosts recruitment events, provides support as needed to children and families during pre-placement and placement period through finalization.
- Completes activity logs and data entry, completes monthly reports, creates and documents child specific recruitment efforts, completes and updates child assessments, maintains organized recruitment file for children on caseload. Maintains all required documentation for Wendy's Wonderful Kid grant and reports.
- Participates in regular supervisor and staff conferences. Attends assigned seminars including but not limited to those offered by the Dave Thomas Foundation such as the Wendy's Wonderful Kids Summit. Completes Adoption Assessor Tier I and II trainings and maintains appropriate training hours according to agency policy and assessor responsibilities.
- Performs other related duties as required.
- Attends necessary training as assigned.