

## Family Services Worker - Children's Services Worker (1245-12) multiple vacancies

### Deadline to Apply: Until Filled

#### Work Location:

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

**Work Hours:** Full Time – 80 hours biweekly

**Starting Salary:** \$18.17-\$24.69/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.

#### 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.

#### SPECIAL WORKING CONDITIONS AND/OR HAZARDS:

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.

#### POSITIONS SUPERVISED:

None

#### 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.

#### LICENSURE AND CERTIFICATION REQUIREMENTS:

None

#### Job Duties (Summary):

- Carries a generic caseload of 15-25 families whose children have been or are at significant risk of being abused or neglected. Primary role is to advocate for children and ensure through continual assessment of a child's safety, well-being, and permanency. The safety of children is paramount and worker continually assesses the degree to which children are at risk. Develops case plan with family and provides casework services in the home of family, and out-of-home placements. Provides casework services to children in placement and meets regularly with substitute care givers. Makes referrals to access appropriate supportive services. Maintains regular contact with supportive service providers to ensure coordination and effectiveness of services. Works with utilization management team and networks to access appropriate placements and prepare children and families for placement. Arranges regular visitation between guardians and children in placement. Works with Adoption unit when indicated to prepare a child for adoptive placement.
- Completes necessary paperwork on a timely basis, which shall include but is not exclusion: case reviews, safety assessments, case plans, placements, court reports, court complaints, SACWIS activity notes and placement changes.
- Attends and participates 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.
- Completes complaint and other necessary paperwork for Juvenile Court. Prepares for case with agency attorney and attends hearings and reviews. Explains court process to clients and witnesses. Notifies clients and witnesses of hearing dates.
- Attends necessary training as required. Performs other related duties as assigned.