

**Intake Worker - 241-KIDS After Hours - Children's Services (2503-12)**

**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 (Hours of work include evenings, overnights, and 24-hour coverage on weekends and holidays)

**(Potential for Hybrid Remote Work Schedule)**

**STARTING SALARY:** \$18.17/hourly

**(This position receives an additional 25% Pay Differential on top of the hourly rate)**

**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):**

- Completes intake assessment of reports alleging child maltreatment by telephone and/or face-to-face contact. Collects sufficient information regarding the alleged maltreatment, surrounding circumstances, adult and child functioning, parenting practices and discipline. Utilizes interpersonal skills to professionally and respectfully engage each individual in sharing behaviorally-specific and detailed information. Responsible for information collection through hospitals, law enforcement, etc. to complete an assessment of child safety. Completes intake assessment on reports of elder abuse and/or neglect by telephone and face to face contact. Researches previous agency history, criminal history, court involvement and other applicable information providing a comprehensive summary for all individuals associated with report. Maintain written documentation of assessment activities. Clinically evaluates information obtained creating a screening recommendation by identifying the presence or absence of Present or Impending Danger threats or alleged maltreatment and/or a need for agency involvement. Review presence or absence of safety threat(s) in consultation with Intake Supervisor. Implement necessary safety intervention when applicable. Prepares Request for Legal Action and provides court testimony.
- Responds in the field in accordance with the priority of the report and mandated time frames. Conducts face to face interviews with all children in the household of assessment, parent/caregiver(s) and alleged maltreater(s) to make a decision regarding child safety. Assessment shall include pertinent information collection from all parties regarding alleged maltreatment, surrounding circumstances, adult and child functioning, parenting practices, and discipline to ensure an accurate safety determination. Visits are conducted in homes, schools, hospitals, and other community settings as required.
- Completes appropriate jurisdictional referrals to other Public Child Welfare agencies or law enforcement agencies as required.
- Performs other related duties as required. Attends required training and unit meetings.

**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.

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

- Knowledge of: ORC/OAC as relevant to Children's Services Practice, Intake & Screening Policy and Procedure\*; office practices and procedures; agency policies and procedures; government structure and process;\* interviewing; child welfare practices and procedures; safety decision making.
- Skill in: Strength based approach when engaging children and families; interpretation and application of training, instructional and procedural materials; professionally handling crisis and stressful situations.
- Ability to: Professionally and respectfully communicate, analyze and draw conclusion from informed information collection, understand manuals and verbal instructions technical in nature; prepare meaningful, concise and accurate written reports; handle sensitive inquiries from and contacts with officials and general public; maintain confidentiality, work cooperatively with other agency staff and supervisors.

**POSITIONS SUPERVISED:** None

**LICENSURE AND CERTIFICATION REQUIREMENTS:**

- 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)
- PHYSICAL and/or MENTAL REQUIREMENTS:
- Lift and carry children, child car seats, and/or infant carrier;
- Frequently walk to and from court;

**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 position [CLICK HERE.](#)