

Holmes County Department of Job and Family Services

**NOTICE OF JOB OPPORTUNITY**

<b>JOB TITLE &amp; STATUS:</b>	<b>Social Services Worker 2 (Classified – Bargaining Unit Position)</b>
<b>POSTING DATE:</b>	<b>November 1, 2021</b>
<b>PAY RANGE:</b>	<b>Base Rate \$20.61 to \$22.29 per hour</b> (supplements may increase this amount)
<b>DEADLINE TO APPLY:</b>	<b>Open until filled</b>

**MINIMUM QUALIFICATIONS**

Per Section 5153.112 of the Ohio Revised Code, applicants of a Public Children Services unit must have one of the following:

1. A bachelor’s degree in human services-related studies, or
2. A bachelor’s degree in any field and have been employed for at least two years in a human services occupation, or
3. An associate’s degree in human services-related studies, or
4. Been employed for at least five years in a human service-related occupation.

For employment to continue, a person described in Option 2, 3, or 4 above must obtain a job-related bachelor’s degree not later than five years after the date employment with the agency commences.

In addition, applicant must have valid driver’s license, acceptable driving record and must pass a criminal background and SACWIS check.

*Meeting minimum qualifications will not necessarily guarantee the applicant an interview for the position. Documented experience, training and education which relate to the stated job duties will be helpful in the event additional screening of applicants is required.*

**JOB DUTIES**

This is a full-time classified civil service position in our Child and Adult Protective Services Division.

The primary purpose of this position is to maintain a caseload of children/families and/or older adults previously determined to require the protective assistance services of the agency (i.e., ongoing cases) **and/or** investigate claims of abuse and neglect of children and/or older adults (i.e., intake cases). Prepares child and/or older adult related cases for court and participates in legal action as needed. Meets procedural deadlines governing the management of social services cases set by the State of Ohio and ensures that documentation is complete and accurate. Serves as on-call social services worker. This position is considered a “stand-by” position.

*\*A complete position description will be available if/when interview is scheduled.*

**SUBMIT A COMPLETED APPLICATION FORM WITH COVER LETTER AND RESUME TO:**

Holmes County Department of  
Job and Family Services  
85 N. Grant Street, P.O. Box 72  
Millersburg, Ohio 44654

Blank application forms are available at this address Monday-Friday 8:00 a.m. to 4:30 p.m.