Intake Caseworker (Training)

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the position, please click the Apply for this Job link/button.

If you would like to bookmark this position for later review, click on the Bookmark link. If you would like to print a copy of this position for your Preview link.

Please see Special Instructions for more details.

SCCS is now hiring for a new Intake Caseworker class to begin employment October 16th, 2023

Position Details

Job Information

Appointing Authority: Summit County Children Services
Bargaining Unit: CWA, Local #4546, AFL-CIO
Department/Division: Children Services
Full Time/Part Time: Full Time
Regular/Temporary: Regular
Work Schedule: Monday-Friday, 8:30am-4:30pm

Job Description

The Child Welfare (CW) Caseworker is responsible to protect children in the agency's care and custody from situations that may hinder their social, physical, psychological and emotional development. CW Caseworkers focus on ensuring the permanency, safety and well-being of all children with whom they work.

The CW Caseworker is committed to practicing cultural competence by working respectfully and effectively with individuals from various classes, races, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and other forms of maltreatment. CW Caseworkers work with law enforcement, the court system, childcare providers, community services and other forms of maltreatment. CW Caseworkers work with law enforcement, the court system, childcare providers, community services and other forms of maltreatment. CW Caseworkers work with law enforcement, the court system, childcare providers, community services and other forms of maltreatment. CW Caseworkers work with law enforcement, the court system, childcare providers, community services and other forms of maltreatment. CW Caseworkers work with law enforcement, the court system, childcare providers, community services and other forms of maltreatment. CW Caseworkers work with law enforcement, the court system, childcare providers, community services and other forms of maltreatment.

Required Qualifications

Education and/or Experience
Bachelor’s Degree in Social Work, Counseling (non-school related), Psychology, Sociology, Criminal Justice, Child or Human Development and Family Studies; or MSW, MSSA or Master’s in Counseling (non-school related) required.

Two (2) years casework experience in public child welfare, mental health or family services agency preferred.

Social Work Knowledge Base
Must have knowledge and demonstrated skill in the following areas: Child Development, Family Systems Theory, Domestic Violence Issues and Substance Abuse Issues. Must have working knowledge of DSM V or most current manual, risk assessment and child abuse/neglect indicators.

Supervisory Responsibilities
This position has no supervisory responsibilities

Preferred Qualifications

Pre-Employment Testing Requirements
Criminal Background Check, Pre-employment Drug and Alcohol Testing

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the duties of this job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The environment is of moderate intensity.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable employees with disabilities to perform these demands.

While performing the duties of this job, the employee is occasionally required to stoop, kneel, crouch, or crawl. The employee is regularly required to sit; use hands to manipulate objects, tools, controls; walk and talk or hear. The employee is occasionally required to stand and walk. Physical Demands and Work Environment

Incumbent must possess a valid State of Ohio drivers’ license with no more than eight (8) points on his/her driving record.

Incumbent must also adhere to agency policies that address these topics.

Licensing/Certification
Incumbent must also adhere to agency policies that address these topics.

Additional Information
Other Qualifications
Incumbent is required to travel to/from Agency meetings within the County and State as directed by his/her/their own vehicle and no more than six (6) points to drive an agency vehicle. Incumbent must also adhere to agency policies that address these topics.

Regular attendance is required. Incumbent must adhere to Agency policies regarding use of time off at all times.

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### Essential Duties and Responsibilities

Incumbent is required to adhere to Agency rules & regulations and support the mission, vision & guiding principle.

### Core Competencies

To perform this job successfully, an individual must demonstrate the following competencies:

1. **Adaptability** – Adapts to changes in the work environment; Manages competing demands; Changes approach situation; Able to deal with frequent change, delays, or unexpected events; Reacts well under pressure.
2. **Communication** – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Participates in meetings. Writes clearly and informatively; Varies writing style to meet needs; Able to listen effectively.
3. **Customer Service** – Manages challenging or emotional client and employee situations; Responds promptly to customer requests for service and assistance.
4. **Dependability** – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
5. **Cultural Competency** – Demonstrates knowledge of diversity; Shows respect and sensitivity for cultural differences; Adapts to different environments; Supports diversity in the workplace.
6. **Ethics** – Treats others with respect; Inspires the trust of others; Works with integrity and ethically; Upholds o organization's values and standards.
7. **Initiative** – Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
8. **Innovation** – Displays original thinking and creativity; Meets challenges with resourcefulness; Generates solutions; Seeks and offers new ideas.
9. **Interpersonal Skills** – Focuses on solving conflict, not blaming; Listens to others without interrupting; Keeps e coverage on others’ ideas and tries new things; Demonstrates insight.
10. **Planning/Productivity** – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; flotation with others.
11. **Problem Solving** – Identifies and resolves problems in a timely manner; Gathers and analyzes information skilfully; Works well in group problem solving situations; Uses reason even when dealing with emotion.
12. **Safety & Security** – Determines appropriate action beyond guidelines; Reports potentially unsafe conditions.
13. **Teamwork** – Balances team and individual responsibilities; Exhibits objectivity and openness to others’ views; Feedback; Contributes to building a positive team spirit; Provides success of team above own interests; Able to build commitments to goals and objectives; Supports everyone’s efforts to succeed.
14. **Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote excellence; Meets quality standards most of the time.

### Job Duties

**Job Duty Name**

**Description of Job Duty**

**Essential Duties and Responsibilities include the following.**

- Engages with families to evaluate safety and risk of all children being served in all interactions.
- Investigates/Assesses allegations of abuse, neglect, dependency and/or Family in Need of Service (FINS), acco assignment to determine validity of allegations and an assessment of risk; complete all required assessment situations timely situation.
- Responds to all inquiries/complaints, whether written, in person (walk in), via telephone/email communication.
- Quality. Contributes to building a positive team spirit; fosters success of team above own interests; able to build commitments to goals and objectives; supports everyone’s efforts to succeed.
- Provides case management services to children and families. Support families in achievement of goals.
- Coordinates and works closely with other community service providers, i.e., doctors, therapists, schools and co children on caseload. Coordinates or provides transportation for children to doctors, school, therapy and community activities.
- Arranges, coordinates or supervises family visits, in the community, parent or relative homes as needed. Requires
- Completes relevant reports and forms, such as Family Search and Engagement (FSE), Individual Child Care Agreements Compact for the Placement of Children (ICPC) requests in accordance with ODJFS and agency guidelines.
- Completes documentation into the Statewide Automated Child Welfare Information System (SACWIS) and Trav agency and departmental guidelines.
- Works collaboratively with the Legal Department to file necessary affidavits and motions; Prepares testimony, c documentation required for court review hearings, dispositional hearings, trials, finalization hearings, or other hearings.
- Supports other units/departments as needed; Available for CW Casework duties in Intake, Intake Screening & Services, Protective, Protective Specialized Services and/or Social Service Programs departments as required by employee's chain of command.
- Attends and participates in supervision meetings as established by the employee’s chain of command and base worker/caseload; Attends and participates in all agency meetings including unit, department, division and all sta
- Attends trainings as identified by the chain of command regarding child welfare and meets the annual requirement for Caseworker in the State of Ohio, as well as biannual requirements for license in the State of Ohio, where required.
- Adheres to all agency policies and procedures, including but not limited to Professional Ethics and Conflict of Interest in the National Association of Social Workers (NASW) Code of Ethics, regardless of license.

**Incumbent** is required to adhere to Agency rules & regulations and support the mission, vision & guiding principle.

**Job Duty Name**

**Description of Job Duty**

**Other related duties may be assigned.**
Requisition Details

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Supplemental Questions

**Required fields are indicated with an asterisk (*).**

1. * Do you possess a degree or will you have one in the next 6 months in one of the following: Social work, Counseling, Psychology, Sociology, Development & Family Studies or Child & Family Studies?
   - Yes
   - No

2. * Do you possess an LSW, LISW, LISW-S, PC or PCC?
   - LSW
   - LISW
   - LISW-S
   - PC
   - PCC
   - I do not have any licenses/certification listed above

3. * Do you have a Master’s Degree in Social Work (MSW) or Social Service Administration (MSSA)?
   - Yes
   - No

4. * Are you a University Partnership Program (UPP) graduate?
   - Yes
   - No

5. * Have you worked for a public (county or state) child welfare agency?
   - Yes
   - No

6. * How many years of child welfare experience do you have?
   - None
   - Less than 5
   - Between 5-9
   - 10 or more

7. * Have you ever interviewed for employment or been employed at SCCS or Summit County? If yes, please give dates and explanations. If no, please enter “No”.
   (Open Ended Question)

8. * Have you been convicted of or plead guilty to any offense identified in the Ohio Administrative Code (OAC) 5101:2-5-09? If yes, please give explanations. If no, please enter “No”.
   - Yes
   - No

9. * Have you ever had any involvement with Summit County Children Services or any other child welfare system in any capacity? Please answer questions below and provide explanation if applicable. As a child? As an adult? As a caregiver/provider? Other? If yes, please provide relevant information including the State/County where involved (please note that SCCS will conduct a comprehensive Child Welfare Background Check to verify.
   (Open Ended Question)

10. * Are you related to anyone on the Board of SCCS or anyone employed by SCCS or Summit County? If yes, please give name and relation.
    (Open Ended Question)

11. * Have your driving privileges ever been denied, suspended or revoked? If yes, please give dates and complete reasons. If no, please enter “No”.
    (Open Ended Question)

12. * What is your driver’s license number? If you do not possess a driver’s license, please enter "N/A".
    (Open Ended Question)

Documents Needed to Apply

**Required Documents**
1. Resume
2. Cover Letter

Optional Documents

To ensure the security of your data, you will be logged out due to inactivity in 3 minutes at .

Any data not saved will be lost.

Click 'OK' to keep your session active.