



COUNTY OF SUMMIT, OHIO

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Intake Caseworker - Part Time

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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	Part Time
Regular/Temporary	Regular
Work Schedule	Wednesday, Thursday, & Friday 4 pm – 10 pm.

Job Description
The Child Welfare (CW) Caseworker is responsible to protect children in the agency's care and custody from situ and other forms of maltreatment. CW Caseworkers focus on ensuring the social, physical, psychological and em clients. CW Caseworkers work with law enforcement, the court system, childcare providers, community services ensure 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 classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages a manner that respects and preserves the dignity of all. The CW Caseworker commits to adhere to SCCS' mission times.

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The re are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made t disabilities to perform the essential functions.

Education and/or Experience
Bachelor's Degree in Social Work, Counseling (non-school related), Psychology, Sociology, Criminal Justice, Chil or Human Development and Family Studies; or MSW, MSSA or Master's in Counseling (non-school related) requ Two (2) years casework experience in public child welfare, mental health or family services agency preferred.

Required Qualifications
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 curren manual, risk assessment and child abuse/neglect indicators.

Computer Skills
To perform this job successfully, an individual must have demonstrated knowledge in all Microsoft Office produc limited to Word, Excel, PowerPoint and Access, as well as Publisher; demonstrated knowledge of audiovisual eqq the training environment.
Prior experience working with the Statewide Automated Child Welfare Information System (SACWIS) and/or Tra Management System preferred.

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 functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform 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 success functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform While performing the duties of this Job, the employee is regularly required to: sit; use hands to manipulate obje arms and talk or hear. The employee is frequently required to stand and walk.

The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or (25) pounds, occasionally lift and/or move up to fifty (50) pounds and rarely lift and/or move up to one hundre Specific vision abilities required by this job include: close vision, distance vision, peripheral vision, depth percep focus.

Licensing/Certification
LSW, LISW, PC or LPC preferred.
Incumbent must possess a valid State of Ohio drivers' license with no more than eight (8) points on his/her driv drive his/her/their own vehicle and no more than six (6) points to drive an agency vehicle. Incumbent must als as defined by Ohio Administrative Code (OAC) at all times.
Incumbent must also adhere to agency policies that address these topics.

Additional Information **Supervisory Responsibilities**
This position has no supervisory responsibilities.

Other Qualifications

Incumbent is required to travel to/from Agency meetings within the County and State as directed by his/her chief required for job duties. Travel requires the use of a vehicle insured in the incumbent's name, unless a County-ordered pursuant to contract language and/or Agency policy/procedure. Personal vehicles must be in good working order accommodate passengers as needed.

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

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

Job Duties

Job Duty Name

Essential Job Duties and Responsibilities

Essential Duties and Responsibilities include the following. Other related duties may be assigned. 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), according assignment to determine validity of allegations and an assessment of risk; complete all required assessment too situation through timely visits, interviews, phone calls, email, and other sources.

Responds to all inquiries/complaints, whether written, in person (walk in), via telephone/email communication, following utilizing the screening guide and other established agency policies to inform screening decisions.

Make service recommendations. Collaborates with community professionals to meet the individual service needs of them, build supports, reduce risk, and remove safety threats to children.

Actively participate in all required client/case-centered meetings including but not limited to Team Decision Making Reviews, Family Team Meetings, Planned Permanency Review Panel, Administrative Case Conferences, Placement Meetings.

Visits with all children in the placement setting or own home monthly in accordance with federal, state, and agency safety and care. Assists parent and/or caregiver in ensuring medical, therapeutic, psychiatric, educational and other children are met; Transports clients when necessary.

Develops case plans with all parties. Regularly reviews case plan progress with all parties. Conducts monthly visits adult/parent/caregiver associated with case. Completes referral and linkage to services for children and families. family progress. Provides case management services to children and families. Support families in achievement of goal.

Coordinates and works closely with other community service providers, i.e., doctors, therapists, schools and other children on caseload; Coordinates or provides transportation for children to doctors, school, therapy and other

Description of Job Duty

Arranges, coordinates or supervises family visits, in the community, parent or relative homes as needed/required

Completes, prepares and/or updates all required/needed case documentation such as Comprehensive Assessment Interim Solution (CAPMIS) tools, activity logs, life books, social/medical histories and child study inventories, etc mandates and agency policy.

Completes relevant reports and forms, such as Family Search and Engagement (FSE), Individual Child Care Agreement Interstate 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 Travers agency and departmental guidelines.

Works collaboratively with the Legal Department to file necessary affidavits and motions; Prepares testimony, case documentation required for court review hearings, dispositional hearings, trials, finalization hearings, or other hearing Represents the Agency's position in court.

Supports other units/departments as needed; Available for CW Casework duties in Intake, Intake Screening & Support Services, Protective, Protective Specialized Services and/or Social Service Programs departments as required by

Assists in the orientation/shadowing of agency staff as required by the employee's chain of command.

Attends and participates in supervision meetings as established by the employee's chain of command and based on worker/caseload; Attends and participates in all agency meetings including unit, department, division and all state

Attends trainings as identified by the chain of command regarding child welfare and meets the annual requirements 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 National Association of Social Workers (NASW) Code of Ethics, regardless of licensure.

Job Duty Name

Core Competencies

Description of Job Duty

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 questions; Participates in meetings. Writes clearly and informatively; Varies writing style to meet needs; Able to information.
3. Customer Service – Manages challenging or emotional client and employee situations; Responds promptly to client Solicits client feedback to improve service; Responds to requests for service and assistance.
4. Dependability – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Meets appointments on time. Follows instructions, responds to management direction; Takes responsibility for own actions and finalizes work duties; Completes tasks on time or notifies appropriate person with an alternate plan; Follows commitments; Follows policies and procedures.
5. Cultural Competency – Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences on the value of diversity; promotes a harassment-free environment.
6. Ethics – Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds and Treats others with respect and consideration regardless of their status or position; Maintains confidentiality.
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 suggestions; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention
9. Interpersonal Skills – Focuses on solving conflict, not blaming; Listens to others without interrupting; Keeps an Remains open to others' ideas and tries new things; Approaches others in a tactful manner; Demonstrates insight
10. Planning/Productivity – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resource objectives; Develops realistic action plans; Meets productivity standards; Completes work in timely manner; Strives productivity.
11. Problem Solving – Identifies and resolves problems in a timely manner; Gathers and analyzes information to find alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional
12. Safety and Security – Determines appropriate action beyond guidelines; Reports potentially unsafe conditions materials properly.

13. Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views feedback; Contributes to building a positive team spirit; Puts 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; Mo quality.

Requisition Details

Requisition Details

Requisition Number	B-0922023-R
Working Title	Intake Caseworker - Part Time
Posting Type	External/Public Posting
Number of Vacancies	1
Advertised Salary	\$20.50 – Training Unit \$22.50 – Bachelor's Degree \$26.50 – Master's Degree
Open Date	06/23/2023
Close Date	09/29/2023
Open Until Filled	No
Special Instructions Summary	

Supplemental Questions

Required fields are indicated with an asterisk (*).

- * Do you possess a degree or will you have one in the next 6 months in one of the following: Social work, Counseling, Psychology, Sociolo Development & Family Studies or Child & Family Studies?
 - Yes
 - No
- * Are you licensed as an LSW, LISW, RN or PCC?
 - Yes
 - No
- * Do you have a Master's Degree in Social Work (MSW) or Social Service Administration (MSSA)?
 - Yes
 - No
- * Are you a University Partnership Program (UPP) graduate?
 - Yes
 - No
- * Have you worked for a public (county or state) child welfare agency?
 - Yes
 - No
- * How many years experience do you have working in a child welfare or other similar agency?
 - 0-1
 - 2-3
 - 3 or more
- * Have you ever interviewed for employment or been employed at SCCS or Summit County? If yes, please give dates and explanations. If (Open Ended Question)
- * 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 "No" (Open Ended Question)
- * Have you ever had any involvement with Summit County Children Services or any other child welfare system in any capacity? Please ans questions below and provide explanation if applicable. As a child? As an adult? As a caregiver/provider? Other? If yes, please provide relev including the State/County where involved (please note that SCCS will conduct a comprehensive Child Welfare Background Check to verify (Open Ended Question)
- * 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 c explanations. If no, please enter "No" (Open Ended Question)
- * Have your driving privileges ever been denied, suspended or revoked? If yes, please give dates and complete reasons. If no, please ente (Open Ended Question)
- * What is your driver's license number? If you do not posses a driver's license, please enter "N/A". (Open Ended Question)

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter

Optional Documents

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