Intake Caseworker - Part Time

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for this 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.

**Bookmark this Posting** | **Print Preview** | **Apply for this Job**

### Position Details

#### Job Information

<table>
<thead>
<tr>
<th>Appointing Authority</th>
<th>Summit County Children Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bargaining Unit</td>
<td>CWA, Local #4546, AFL-CIO</td>
</tr>
<tr>
<td>Department/Division</td>
<td>Children Services</td>
</tr>
<tr>
<td>Full Time/Part Time</td>
<td>Part Time</td>
</tr>
<tr>
<td>Regular/Temporary</td>
<td>Regular</td>
</tr>
</tbody>
</table>

**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 req are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made ti disabilities to perform the essential functions.

**Education and/or Experience**

Bachelor’s Degree in Social Work, Counseling (non-school related), Psychology, Sociology, Criminal Justice, Chili 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.

**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.

**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 equ the training environment.

Prior experience working with the Statewide Automated Child Welfare Information System (SACWIS) and/or Tra Management System preferred.

**Licensing/Certification**

Incumbent must possess a valid State of Ohio drivers’ license with no more than eight (8) points on his/her dri drive his/her/their own vehicle and no more than six (6) points to drive an agency vehicle. Incumbent must also defined by Ohio Administrative Code (DAC) at all times.

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

**Additional Information**

**Supervisory Responsibilities**

This position has no supervisory responsibilities.
Essential Duties and Responsibilities

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

- **Job Duties**

  - **Job Duty Name**
  - **Description of Job Duty**

  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.

  2. **Communication** – Speaks clearly and persuasively in positive or negative situations; listens and gets clarificati 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 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; A

  5. **Ethics** – Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds our Code of Ethics, regardless of licensure.

  6. **Cultural Competency** – Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural diffe on the value of diversity; promotes a harassment-free environment.

  7. **Ethics** – Treats others with respect and consideration regardless of their status or position; Maintains confidentiality.

  8. **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.

  9. **Innovation** – Displays original thinking and creativity; Meets challenges with resourcefulness; Generates sugg work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others’ i

  10. **Planning/Productivity** – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resour objectives; Develops realistic action plans; Meets productivity standards; Completes work in timely manner; Stri productivity.

  11. **Problem Solving** – Identifies and resolves problems in a timely manner; Gathersth and analyzes information sk alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emoti.

  12. **Safety and Security** – Determines appropriate action beyond guidelines; Reports potentially unsafe condition materials properly.

Other Qualifications

- Incumbent is required to travel to/from Agency meetings within the County and State as directed by his/her chi required for job duties. Travel requires the use of a vehicle insured in the incumbent’s name, unless a County- or pursue to contract language and/or Agency policy/procedure. Personal vehicles must be in good working orde 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 princip
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; Must maintain a high level of performance.

Requisition Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
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<tr>
<td>Working Title</td>
<td>Intake Caseworker - Part Time</td>
</tr>
<tr>
<td>Posting Type</td>
<td>External/Public Posting</td>
</tr>
<tr>
<td>Number of Vacancies</td>
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<tr>
<td>Advertised Salary</td>
<td>$20.50 – Training Unit</td>
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<tr>
<td></td>
<td>$22.50 – Bachelor’s Degree</td>
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<tr>
<td></td>
<td>$26.50 – Master’s Degree</td>
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<tr>
<td>Open Date</td>
<td>06/23/2023</td>
</tr>
<tr>
<td>Close Date</td>
<td>09/29/2023</td>
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<td>Open Until Filled</td>
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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. * Are you licensed as an LSW, LISW, RN or PCC?
   - Yes
   - No

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 experience do you have working in a child welfare or other similar agency?
   - 0-1
   - 2-3
   - 3 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. * 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)

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 including the State/County where involved (please note that SCCS will conduct a comprehensive Child Welfare Background Check to verify
   (Open Ended Question)

10. * Have you been convicted of or plead guilty to any offense identified in the Ohio Administrative Code (OAC) 5101:2-5-097? If yes, please provide explanations. If no, please enter “No”.
    (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