

Intake Worker- After Hours - Children's Services (1999-12) 2 vacancies

Deadline to Apply: September 9, 2019

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).

Starting Salary: \$18.17/hourly (position qualifies for a 10% shift supplemental)

NOTE: Applicants for positions with Hamilton County Job and Family Services are subject to background screening in accordance with the document: [Inventory of Criminal Offenses Ruling Out Consideration for Hire](#). Convictions from this list may disqualify a candidate for employment with HCJFS.

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

SPECIAL WORKING CONDITIONS AND/OR HAZARDS:

Lift and carry children; lift and carry child car seats; lift and carry infant carrier; stand entire length of home visit (an hour or longer); conduct home visits during warmest months of the year (no air conditioning); significant walking during home visit, and frequent walking to and from court; frequently enter and exit motor vehicle; frequently climbing and descending stairs; sitting for extended periods while driving; stooping, bending, crouching; able to quickly exit hazardous/dangerous situations that could involve violent clients, violent relatives, vicious animals, insects, rodents, unstable structures, etc.; able to lift and carry large case files and occasionally push a cart containing case files.

POSITION QUALIFIES FOR A 10 PERCENT SHIFT SUPPLEMENT

Full-Time/Permanent 40 hours (Hours of work occur after the Agency's traditional business day. Hours of work include evenings, overnights, and 24-hour coverage on weekends and holidays. As assigned by supervisor, a minimum of 16 of the 40 hours must be worked between the hours of 12 midnight and 8:00 a.m.)

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.