

Investigation Worker - Children's Services Worker (1244-12) multiple vacancies

Deadline to Apply: Until Filled

Work Location:

Job & Family Services
222 E. Central Parkway
Cincinnati, OH 45202

Work Hours: Full Time – 80 hours biweekly (Qualifies for 5% shift supplement)

Starting Salary: \$18.17-\$24.69/hourly

NOTE: Applicants for positions with Hamilton County Job and Family Services are subject to background screening in accordance with the document: "[Offenses that May Disqualify Candidates for Employment](#)." 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.

Job Duties (Summary):

- Responds to reports of dependency, physical abuse, neglect, emotional abuse, and sexual abuse of children. Responds to the priority of the report within mandated time frames. Conducts face to face interviews with alleged child victims. Responsible for conducting face to face interviews with parent(s), siblings and alleged perpetrators. Completes required visits to the home. Responsible for interviewing other persons and community providers that may have knowledge of the alleged abuse or neglect and safety of the child. Completes referrals to law enforcement as necessary. Seeks medical evaluation of alleged child victims when appropriate. Completes all investigative activities as designated by law. Determines immediate safety of children. Responsible for determining the disposition of the allegation. Completes investigation within thirty day mandate. Consults with the Prosecutors Office and seeks Court intervention as needed.

- Identifies safety and risk factors to children subject of the abuse or neglect report. Determines protective capacities of parent(s). Develops safety planning strategies for child(ren) identified not to be safe within their own home. Secures out of home legal placements for child(ren) most at risk. Determines cases in need of On-going Services and completes case transfer activities including referrals to service providers. Completes mandated Case Plan.
- Responsible for maintaining written documentation of investigative activities. Completes CAPMIS Tools, Activity Logs, Service Referrals and Case Plans. Responsible for other mandated paperwork as outlined by state regulations and agency policy. Reviews prior Children's Services history, completes background and criminal checks on parent(s) and alternative caretaker(s). Obtains school and medical records as well as records from community service providers. Responsible for maintaining Children's Services File.
- Prepares Court Complaints. Testifies in Juvenile, Municipal, Common Pleas and Domestic Relations Court. Conducts case presentations at Prosecutor Review and Legal Forum. Responsible for case presentation at Dispositional Appeal Hearings.
- Attends necessary training as required. Must attend 102 hours of CORE Training within first year of employment and thirty-six hours for every year there after. Must attend twelve hours of Domestic Violence Training within first two years of employment.
- Performs other related duties as assigned