



Protecting Children by
Strengthening Families

Job Title: Social Service Aide

Location: Columbus, Ohio

Job Type: Part -Time (16 Hours)

Schedule: Thursday & Friday, 1pm – 5pm Saturday 9am – 6pm with 1 hour

lunch Minimum Starting Salary: \$17.62/hr.

Company Description

Franklin County Children Services is a public agency mandated by federal and state laws to protect children from abuse and neglect. The agency works in partnership with over 100 agencies and organizations, as well as caregivers, adoptive families, and volunteers to ensure that every child has a safe and stable home. Franklin County Children Services is dedicated to making a positive impact on the lives of children and families in the Central Ohio community.

Benefits of Working for us

- Hiring Bonus up to \$1,500
- Low Premium Medical, Dental, & Vision
- OPERS (Ohio Public employment Retirement System)
- Life Insurance Coverage at no cost (up to 50,000)
- Tuition Reimbursement
- EAP Program
- Additional Raises over the next three years (based on continuous service)
- Generous personal, vacation, & sick time.

Role Description

This is a full-time on-site role as a Social Service Aide located in Columbus, OH. As a Social Service Aide, you will be responsible for assisting social workers by providing services to children and families. This includes conducting interviews, completing paperwork, and ensuring the safety and well-being of individuals involved. You will also collaborate with other professionals and community resources to support families and promote positive outcomes.

Qualifications

- High school diploma or equivalent
- Strong communication and interpersonal skills
- Ability to maintain confidentiality and professionalism
- Excellent organizational and time management skills
- Ability to work effectively in a team environment
- Understanding of child welfare principles and practices
- Experience working with children and families is preferred

- Familiarity with community resources and services
- Valid driver's license and reliable transportation
- Ability to work effectively in a team environment
- Must be 21 years of age or older.

Key Responsibilities

- Supervises and/or monitors on-site and off-site visits
- Completes documentation for visitation
- Provides emergency assistance to Intake Service Teams
- Provide direct childcare to children whose families are being serviced by the Agency
- Observes interaction between child and parent
- Transport children

Certification or Licensure

- Valid Ohio Driver's License
- Automobile insurance coverage compliant with Franklin County Children Services policy.
- ***Travel can occasionally include out of state travel which may require airline travel.***

American with Disabilities Specifications

Work Environment - Office environment

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Ability to occasionally lift and move objects weighing 10 – 30 lbs.
- Occasional pushing, pulling, kneeling, reaching, and standing.
- Occasional Travel to other FCCS sites, homes, or facilities

How to Apply

- Please send applications and resumes to fccshr@fccs.us.

For information on FCCS, including employee benefits and our company culture, visit our website at

<https://externalfccsapps.fccs.franklin.oh.us/FCCSForms/Employment.aspx#!/jobs/list>

All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.