

THE JEFFERSON COUNTY DEPT. OF JOB AND FAMILY SERVICES is accepting applications for Social Service Case Workers in Children Services. Summary of Essential Duties: The primary purpose of the Social Service Worker II position(s) is to investigate claims of abuse and neglect of children AND/OR maintain a caseload of children/adults/families who have previously been determined to require the protective assistance services of the agency (i.e. ongoing clients) as determined appropriate AND/OR manage caseload of foster care and/or adoption assessments and placements. In addition, the classification prepares child related cases for court, participates in legal action to establish legal guardianship in cases related to children, meets procedural deadlines governing the management of social services cases set by the State of Ohio and ensures that this documentation is complete, and serves as on-call social service worker (e.g. on weekends, holidays, and after normal business hours) as needed.

(1) Investigates claims of abuses and neglect of children as an on-going or intake case worker; manages a caseload of children and families who have been determined to require the protective assistance of the services of the agency.

(2) Participates in legal action to establish legal guardianship in cases including testifying in court as necessary and or preparing of information in preparation for court filings.

(3) Makes field and or office visits as needed; Makes referrals to other departments when applicable; Takes part as needed in hearing and or conferences; Attend all required training, workshops and seminars; Prepares and maintains case records and documentation; position may require lifting or carrying children or assisting adults.

(4) Performs other assigned duties as required.

Qualifications:

Bachelor's Degree from accredited institution: Completion of course work for undergraduate major field of study (i.e. social work, sociology, psychology) as required by college or university; Employed at least 2 years in a human services related position and one year as a Social Service Worker I or II; A valid Driver's license and amount of auto insurance required by the county; Must participate in a background check including (FBI and BCI); Must have dependable transportation; Must have excellent computer skills; Must be able to support regular and predictable attendance; Must be able to endure unusual working conditions/regular exposure to hazards. Prefer individual with LSW or in position to obtain the LSW. Note: If courses are claimed to meet qualifications, documentation from the school must be provided.