

**CLARK COUNTY COMMON PLEAS COURT**  
**DOMESTIC RELATIONS DIVISION**  
**JUVENILE SECTION**



101 E. Columbia Street  
Springfield, OH 45502-1194  
Telephone (937) 521-1600  
Fax (937) 521-3200

*Judge*  
Katrine M. Lancaster  
*Magistrate*  
Brandin D. Marlow  
Nichol R. Smith  
*Administrator*  
Nichol R. Smith

**Job Opportunity**

**JOB TITLE: Social Worker**

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REPORTS TO: Chief Probation Officer

JOB STATUS: EXEMPT

HOURS: Monday-Friday 8:00 AM-4:30 PM

SALARY: \$37,606.40 annually

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**RESPONSIBILITIES:** Supervising a caseload of approximately 20 delinquent youth who are in out-of-home placement ordered by the Court; completing time sensitive documentation and entering required information into SACWIS and other systems; linking youth and families to appropriate services; coordinating services and team meetings; having knowledge of community resources; and advising the Court in treatment options and recommendations.

**INSTRUCTIONS:** Applicants interested in the position are to submit a resume, employment application and letter of interest to Nichol R. Smith, Court Administrator, Clark County Juvenile Court, 101 E. Columbia St., Springfield, Ohio 45502 or email [smithn@clarkohiojuvcourt.us](mailto:smithn@clarkohiojuvcourt.us). Applications can be obtain online at [www.clarkcountyohio.gov/DocumentCenter/View/284](http://www.clarkcountyohio.gov/DocumentCenter/View/284). This position will be open until Tuesday, September 3, 2019.

**TYPICAL TASKS:**

- Provides casework services to families in which youth are ordered into an out of home placement;
- Assists with compliance with Title IV-E program requirements;
- Assesses risk to youth, family functioning and available supports in order to establish a plan for services which ensure the youth are safe;
- Ensures that cultural issues are addressed in case plans;
- Performs required record keeping functions and required paperwork; prepares written assessment reports, case reviews and related documentation as required;
- Enables families and youth to utilize appropriate community resources;
- Develops and maintains constructive relationships with other agencies involved with children and families;
- Maintains contact with service team members;
- Attend all court hearings related to the youth;
- Other duties as assigned.

**REQUIREMENTS:** Applicants shall have a BA/BS in Social Work and two years of related experience. Also required is a valid Ohio driver's license without a record of significant traffic citations.

**DESIRED KNOWLEDGE, SKILLS & ABILITIES:** Knowledge of the legal system and relevant statutory authority; knowledge of the IV-E program and SACWIS; time management skills; ability to interact and problem-solve positively; an understanding of community resources.

*This job description should not be construed as all-inclusive or a contract of employment. The employer reserves the right to change or assign other duties to this position. This employee is an unclassified employee who serves at the pleasure of and is appointed by the Clark County Juvenile Court Judge under the provisions of 2151.13 of the Ohio Revised Code.*

***\*Applicants needing accommodation for completing application or interview, please contact the Human Resources department at 937.521.2015. Clark County is an Equal Opportunity/ADA Compliance Employer, M/F V/H Clark County does not discriminate on the basis of race, color, national origin, ancestry, sex, genetic information, sexual orientation, religion, age, disability or military status.***

Date: August 21, 2019