

Lifebook Coordinator - (3201-12)

Highly Competitive Employee [Benefits Package](#) and Generous Paid Time Off

DEADLINE TO APPLY: 08/08/2022

WORK LOCATION:

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

WORK HOURS: Full Time – 80 hours biweekly
(Potential for Hybrid Remote Work Schedule)

STARTING SALARY: \$15.00 per hour

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.

Applicants for Children's Services positions cannot provide foster care for children in the custody of Hamilton County.

JOB DUTIES (SUMMARY):

- Responsible for researching, writing, and desktop publishing life books for children in out-of-home care placement. Researching will involve: reviewing social histories, children's services records including F&C and adoption records, searching agency computer files and paper records for photographs, soliciting and collecting information from foster care providers, interviewing children's services ongoing workers and adoption workers on occasion to learn about a child's life. Conducts research in all the required areas to meet the agency required content for a child's life book.
- Desktop publishing life books according to the agency approved template and standards. This requires basic desktop publishing skills which include: 1) placing graphics and photographs in a text document, 2) working with standard templates and styles and operates a personal computer, printer and scanner. Organizes and stores life books, photographs and other documents for each child in the appropriate agency computer drives according to agency life book policies.
- Organizes time and caseload to meet State and Agency mandated time-frames for life books.
- Performs other related duties as assigned.
- Attends conferences and training.

REQUIREMENTS (EDUCATION, EXPERIENCE, LICENSURE, CERTIFICATION):

- Bachelor's degree in English, Communications or Journalism
- OR an Associate's Degree and three (3) years of writing experience; one (1) course or three (3) months experience in word processing.

KNOWLEDGE, SKILLS AND ABILITIES: (*Indicates can be developed after employment)

- **Knowledge of:** English grammar and composition; digital photography; use of digital graphics and photography in documents; interviewing*; desktop publishing; children's services files and documents; policies and procedures regarding confidentiality*.
- **Ability to:** write clear and concise narrative using age-appropriate language and sensitivity; prepare materials according to guidelines; proofread materials; handle sensitive and routine contact with foster children, foster families, birth children and other individuals in a case; communicate effectively; collate, organize and classify information about people, date or things.
- **Skill In:** well-developed computer skills.

ESSENTIAL JOB FACTORS:

- Must undergo a background check via the Ohio Bureau of Criminal Identification and Investigation (BCI). Must have a car, valid driver's license issued by the state of residency and required auto liability insurance.

POSITION SPECIFIC QUALIFICATIONS:

- Lift and carry children; lift and carry child car seats; lift and carry infant carrier;

PREFERRED QUALIFICATIONS:

- Excellent written and verbal communication, strong organization skills, superior time management

AGENCY-PREFERRED QUALIFICATIONS:

- Demonstrated experience

PHYSICAL and/or MENTAL REQUIREMENTS:

- Ability to lift 60 pounds;
- Potentially reading/seeing and hearing traumatic events/situations;

LICENSURE AND CERTIFICATION REQUIREMENTS: None

POSITIONS SUPERVISED: None

BACKGROUND CHECKS REQUIRED:

Background checks consistent with requirements in OAC 5101:2-5-09 must be completed at employment and every ten years following, including but not limited to the following systems:

- State Automated Child Welfare Information System (SACWIS)
- State Child/Abuse Neglect Central Registry Check for any state in which the applicant resided within the last five years
- Ohio Bureau of Criminal Identification Investigation (BCI)
- FBI
- National Sex Offender Public website (WWW.NSOPW.Gov) Code 5101:2-5-09 must be conducted for each prospective employee

If you are seeking more information about this position [CLICK HERE.](#)