MEDINA COUNTY JOB & FAMILY SERVICES
EMPLOYMENT OPPORTUNITY

Posting # 2021-10 (PCN 30311.0)
Bargaining Unit

POSTED		**CLOSED**	

POSITION	Protective Services Worker 2	**CLASS**	30132-Medina Protective Services Worker 2
RANGE	29	**BASE RATE**	$ 20.12 per hour
DIVISION	Social Services	**SUPERVISOR**	Courtney Dunlap-Knoll

APPLICATION	*Current employees use Internal Application Form.* *Others use Medina County Employment Application.* *Medina CJFS is an Equal Opportunity Employer.*

Summary of Essential Duties

Under the direction of the unit Supervisor, the Protective Services Worker 2-Assessment/Investigation Worker, investigates allegations of abuse, neglect, dependency and exploitation of children and/or adults as well as families in need of services referrals. This worker understands that protection of children is the primary responsibility. The position entails working closely with law enforcement, the prosecutor's office and other community resources while maintaining professional, collaborative relationships with these resources. As part of the regular pager rotation and in-day coverage, this worker may assist families in improving their financial and social environment while working for the protection and safety of children and adults.

Functions of the Position

1. Is familiar with and functions in accordance with the classification specifications and agency policies and procedures.
2. Receives, assesses and investigates allegations of child abuse, neglect, dependency and family in need of services referrals.
3. Understands CAPTA guidelines pertaining to investigations and protection of client's rights.
4. Conducts culturally sensitive interviews with families and children for assessments, information gathering, community advocacy and conflict resolution.
5. Develops positive, trusting and helpful relationship with the families and demonstrates understanding of the family's strengths and coping skills, and ability to access them.
6. Demonstrates knowledge of ODJFS rules, CAPMIS requirements, SACWIS systems, MEPA, and agency policies pertaining to protective services.
7. Completes all case documentation and paperwork as defined by ODJFS rules and regulations, State and local laws and agency policies.
8. Writes strength-based Safety and Family assessments per CAPMIS guidelines.
9. Presents self in a professional, ethical and culturally sensitive manner to co-workers, staff, other agency personnel and the public.
10. Understands the court process, prepares for, and testifies in court with competence, knowing the case history, and the information gathered in the course of the investigation.
11. Knows and regularly accesses agency and community resources for families.
12. Transports and assists clients as needed.
13. Keeps current on training requirements and licensing requirements. Provides leadership and mentoring for other unit members regarding polices, procedures, and resources.
14. Provides unit coverage as scheduled or when needed.

15. Carries a pager according to agency policy.
16. Meets all job safety requirements and all applicable OSHA safety standards that pertain to job duties.
17. Performs other duties as assigned.
18. Demonstrates regular and predictable attendance.

Knowledge, Skills and Abilities

Knowledge of: Ohio Department of Job and Family Services rules and regulations; Federal, State and local laws regarding abuse/neglect of children; State and Federal mandated forms, SACWIS computer system, CAPMIS and CAPTA, documentation and procedures; legal procedures related to children; intake investigatory procedures related to children; community services; interviewing skills for children and adults; practices and procedures for removing children from the home (i.e., paperwork, notifications, legal documents, court procedures); report writing; office practices and procedures; Practice Standards Manual; procedural guidelines governing the management of Social Services cases set by the State of Ohio; documentation required to meet procedural deadlines; on-call status and procedures; evaluation and assessment methods for children, adults, and families; public education programs relating to abuse/neglect of children; training and development practices.
Skills in: Interviewing and assessment; investigative procedures; organizational skills and ability to multi-task; writing skills; computer skills, typing; communicating with children and adults about very sensitive issues concerning themselves and their families.
Ability to: Performs intake casework duties with children, adults and families; identifies problems in a family and assists family in identifying strengths and concerns; refer families and children to appropriate community services; work collaboratively with other professionals in the community and state to assist families; prepare and complete all mandated paperwork for investigations (i.e. Safety assessment, Family assessment, etc.), complete all paperwork in a timely manner according to State mandated timeframes; prepare for and testify at court hearings; consult with and assist other team members on investigations of child abuse/neglect and removals; work evenings and weekends due to demands of the job and serving on-call; responds to calls from police sheriff, hospitals, parents and/or foster parents related to child issues; evaluate children and families in their homes after business hours.

Qualifications

Master's degree in Social Work or working on a Master's degree in Social Work, Bachelor degree in Social Work or related degree

or

Preferred Qualifications:
Master's degree in Social Work
Ohio Social Work license or license eligible
Adoption Assessor training

Additional Requirements

Must successfully undergo BCI background check
Successfully complete an alcohol and drug screening
Possess a valid Ohio Driver's License
Provide proof of eligibility to work in the United States

Inherently hazardous or physically demanding working conditions:
May encounter irate clients or individuals; may have some exposure to environmental factors (e.g., cold, excessive heat, noise, fumes, dirt, contagious diseases, unsanitary conditions, insect infestation, bodily wastes, odors, common office chemicals, such as toner and correction fluid); may involve lifting up to 40 pounds (i.e., children, car seats, supplies).

APPLICATIONS CAN BE SUBMITTED BY EMAIL TO KIMBERLY.HART@JFS.OHIO.GOV