



**MONTGOMERY COUNTY**  
Department of Human Resources  
451 West Third Street, 9th Floor  
Dayton, OH 45422

<http://www.mcoho.org>

**INVITES APPLICATIONS FOR THE POSITION OF:  
Child Welfare Caseworker 1-3 Intake**

*An Equal Opportunity Employer*

**SALARY**

\$20.19 - \$29.79 Hourly

**OPENING DATE:** 05/06/22

**CLOSING DATE:** Continuous

**POSITION OVERVIEW:**

Under supervision utilizing a team approach, provides direct casework services to children, birth families, kinship caregivers, and foster families.

**SUMMARY OF JOB DUTIES**

Provides casework services to families in which children may be dependent, neglected or abused; secures protection for children from potentially abusive environments; visits foster homes ensuring proper care of children.

Assesses risk to children, family functioning and available supports in order to establish a plan for services which ameliorates the conditions which place children at risk.

Implements services which promote family preservation, placement stabilization, family reunification, concurrent planning and permanency for children.

Collects appropriate data for possible legal action and presents facts as evidence in court cases.

Supports and develops team approach in working with birth families, kinship caregivers and foster families. Enables families and children to utilize appropriate community resources.

Develops and/or maintains constructive relationships with other agencies involved with children and families.

Maintains contact with service team members, i.e. treatment specialists, school and hospital. Provides services to foster families which maintain children in their placement while supporting and facilitating timely reunification; provides an alternative permanent plan as a last resort.

Performs required record keeping functions and required paperwork; prepares written assessment reports and related documentation as required; attends staff meetings, case conferences, workshops, in-service training sessions and meetings.

Ensures that cultural issues are addressed in client case plans, consulting with other knowledgeable staff as needed.

Provides specific services to foster families to enhance their foster care experience, understanding of placement process, their roles and responsibilities, their capacity to accept and maintain child and support reunification process. Advocates for both natural families and foster families.

Contributes to decision making for the matching of children with their foster homes. Responsible for the coordination of placements including pre and post placement activities.

Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS AND REQUIREMENTS**

CWC 1 – Bachelor’s Degree in Social Work, Public Administration, Education or related field and one year of experience in social work. Will consider BS/BA in Social Work with field placement in social work.

CWC 2 – Master’s Degree in Social Work, Public Administration, Education or related field. Preference given to candidates with field placements or volunteer experience involving casework responsibility with families and children; OR Bachelor’s Degree in Social Work, Public Administration, Education or related field and at least two (2) years of related experience preferably in Child Welfare.

CWC 3 - Master's Degree in Social Work, Public Administration, Education or closely related field with two (2) years of experience including Child Welfare, Mental Health, or Family Services; OR Bachelor's Degree in Social Work, Public Administration, Education or closely related field plus five (5) years of Social Work experience in Child Welfare, Family Service or Mental Health.

Must possess a valid driver’s license with an acceptable driving record and proof of valid auto insurance.

### **SUPPLEMENTAL INFORMATION**

First Aid, Defensive Driving, Car Seat Installation & Safety

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.mcoho.org>

OR

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Job #04724

CHILD WELFARE CASEWORKER 1-3 INTAKE

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