

# Morrow County Job and Family Services

619 West Marion Road, Mt. Gilead, Ohio 43338

419-947-9111



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Morrow County Job and Family Services is seeking to fill a full-time Social Services Worker II position for their Family and Children Services Unit.

## **MINIMUM QUALIFICATIONS:**

1. A Bachelor's degree in human services related studies, or
2. A Bachelor's degree in any field and have been employed for at least two years in a human services occupation,
3. An Associate's degree in human services related studies, or
4. Been employed for at least five years in a human services related occupation.

For employment to continue, a person described in Option 2, 3 or 4 above must obtain a job-related Bachelor's degree not later than five years after the date employment with the agency commences.

## **LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess a valid Ohio driver's license and maintain required vehicle insurance limits.

## **CLASSIFICATION:**

Social Services Worker II – Pay Range 9, starting at \$16.71 per hour (could be higher based on experience).

## **ESSENTIAL FUNCTIONS FOR PLACEMENT COORDINATOR:**

(40%) Serves as Placement Coordinator for Family & Children Services Unit. Coordinates and Plans recruitment activities for foster care and adoptive families. Recruits and approves adoptive homes, recruits and recommends for licensure foster homes. Provides support for Agency foster homes and kinship care providers. Completes ICPC Homestudies, Foster care and Adoption Homestudies. Relative/Kinship Homestudies, Homestudies requested by other counties. Completes foster/adoption homestudy updates. Completes annual evaluations and Bi-Annual re-assessments. Stays up to date on all Foster Care Licensing policies and Adoption approval policies. Issues corrective action plans as needed for homes found out of compliance with ODJFS policies. Completes annual training needs assessment for foster/adoptive families. Assists foster and adoptive parents with identifying training. Plans and coordinates activities for foster/adoptive parents including the annual Christmas Party. Attends all training as required to perform these duties. Meets with adoptive families regarding adoption assistance programs and is a member of the agency Adoption Assistance Review Panel.

(40%) Carries a small caseload of children services cases which could include ICPC case management, Family Intervention Cases and Intake and Assessment Cases. Provides protective services for children and their families. Receives cases of abuse, neglect or dependency to either investigate and/or provide case management services. Interviews client(s) and develops case plans with clients as required by law. Utilizes risk assessment tools to identify concerns that need addressed in the case planning process. Identifies needed services, makes appropriate referrals to services and assists clients in locating services identified in the case plan. Evaluates case plan progress to ensure objectives are met. Write and complete all forms, reports, case files, correspondence and documentation of case activities. Prepares cases for clinical staffing. Prepares status reports for the court, prepares affidavits for court as necessary, and testifies in court. Identifies placements for children as needed. Completes monthly home visits with children in foster homes or in their own homes. Completes monthly home visits with parents and foster parents to review case progress and adjustment. Performs child specific adoption activities including case management services for children with a Permanent Custody legal status. Completes all paperwork and documentation as required by law, policy and procedures. Follows applicable laws, policies, and procedures in the completion of job duties. Completes scheduled duties to include Worker of the Day, On-call, Lunch Duty and Afternoon Duty.

(20%) Assists in the identification of appropriate placement for children in custody and completes adoption assessor visits and reports as needed. Attends training and completes other duties as assigned.

**FRINGE BENEFITS:**

- Modified flex work hours
- Health, dental and vision insurance
- Paid sick leave (if leave available)
- Paid vacation (after one year of service)
- OPERS
- Deferred compensation plans available

**Employee Perks:**

- Available IT resources (iPhone, iPad)
- Four, ten-hour work day options
- On site workout room

Application must accompany resume and may be found on our website ([www.jfs.morrowcountyohio.gov](http://www.jfs.morrowcountyohio.gov)).

Mail, fax or email completed application & resume to: Lisa Peake 619 W. Marion Rd., Mt. Gilead, OH 43338.  
Fax: 419-947-5447. Email: [Lisa.Peake@jfs.ohio.gov](mailto:Lisa.Peake@jfs.ohio.gov).

Applications will be accepted until position is filled.

**NOTE: Due to the volume of applications we receive, we are unable to take phone calls regarding this employment opportunity. Please be assured that your application and resume will be reviewed and we will contact you if we wish to set up an interview.**