

# 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 an Attorney position for their Family and Children Services Unit.

## **MINIMUM QUALIFICATIONS:**

- Two years experience as a Social Services Worker 2, 30132, or similar position and completion of undergraduate major core coursework with an agreement to obtain a Masters Degree in Social Work or related field within five years of hire or
- Two years or more experience in a public child welfare program and a Masters Degree in Social Work or related field or
- Education, training or experience in an amount equal to the Minimum Qualifications stated above

### **AND**

- Must maintain current license to practice law in Ohio.
- Juris Doctor from American Bar Association accredited school.
- Be in good standing with the Supreme Court of Ohio.

## **LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess a valid Ohio driver's license and maintain required vehicle insurance limits. Must maintain current license to practice law in Ohio.

## **CLASSIFICATION:**

Attorney – Pay Range 13, starting at \$20.77 per hour (could be higher based on experience).

## **ESSENTIAL FUNCTIONS:**

(70%) Under the direction of the County Job and Family Services Administrator, meets regularly with Family & Children Services staff to discuss and plan for possible and actual court cases. Consults with Family & Children Services staff to coordinate services with judicial requirements. Attends regular case meetings (staffing and others as requested) to give legal input to Family & Children Services staff on cases headed toward or involving protective supervision orders, temporary custody, permanent custody, or guardianship. Helps coordinate and integrate the areas of legal/judicial, social work practice, child protection, and protection of the elderly toward the best situation for the child, family, and/or elderly person, for both the short term and long term. Issues subpoenas prior to court hearings. Direct and review fact gathering for court cases. Prepare and file all legal pleadings and/or amendments required as a result of staffing/case direction, including those cases involving the elderly. Abides by State mandates regarding timelines for filing legal documents with the court. Prepares for court by consulting agency staff, reviewing the record, and preparing witnesses. Represent MCJFS in all juvenile and adult protective proceedings, both formal and informal. Maintain awareness of case flow, case direction and timelines on all court involved cases and confer with case workers/administrator as necessary. Help Agency staff in interpreting legal documents and directives from the court. Is available by phone after hours and weekends for consultation regarding emergency custody situations. Handles all public records requests and subpoenas. Assists with obtaining client compliance with child abuse and neglect investigations and adult protective services investigations. Attend court regarding Juvenile Delinquency issues when Children Services clients are involved or when the court is seeking to give the Agency custody of delinquents. Reviews case files when grievances are filed by clients. Assists case workers in locating missing parents. Works with the prosecutor's office and law enforcement to prosecute criminal abuse or neglect cases and to locate missing parties. Keeps running documentation of court hearings and contacts regarding cases. Does data entry in SACWIS for Legal Actions/Status modules. Oversees visitation program coordination.

(10%) Assists in the coordination of unit activities with other agency units, community and professional organizations, law enforcement agencies, courts and other government programs. Establishes and maintains working relationship with officials and general public. Promotes good public relations. Provides information and makes presentations regarding services. Represents the agency as a member of committees and boards.

(10%) Serve as a liaison to The Court, Prosecutor's Office, Guardian Ad Litem's and other attorney's and legal/judicial entities. Confers with other attorneys, including the Prosecutor's Office, regarding agency involved court cases or possible legal actions. Provides legal advice, consultation and research to agency staff on Children Services issues, Adult Protective Services Issues, fraud issues, contract issues, and other matters of concern. Assists in the legal aspects of fraud cases for public assistance programs. Conducts research and offers interpretation of law regarding fraud. Reviews and monitors Agency contracts and assists in the recovery of any funds we are required to recover due to breach of contract or audit findings. Identify and disseminate key legal/judicial information to Agency staff and other key stakeholders. Develop and conduct comprehensive legal training for staff and other key stakeholders as needed.

(5%) Maintains current knowledge on legal and judicial aspects of child protective services, child welfare, adult protective services, the Child Care Program, Adoption Assistance and welfare fraud. This includes appeals, Supreme Court decisions and opinion letters. Interpret new and revised ORC statutes and OAC rules as they relate to these areas. Attends meetings, training sessions, and conferences as necessary. Attends to any other legal matters in which the Agency needs assistance. Does public speaking, as required. Performs miscellaneous duties as assigned.

(5%) Prepares team activity reports and compiles related statistics. Writes correspondence. Prepares, maintains and reviews related records, files, and documents. Attends or conducts staff meetings, training sessions, conference or workshops to give or receive information pertaining to Family Intervention and child abuse/neglect.

**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)
- 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: Sundie Brown 619 W. Marion Rd., Mt. Gilead, OH 43338.  
Fax: 419-947-5447. Email: [Sundie.Brown@jfs.ohio.gov](mailto:Sundie.Brown@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.**