

Children's Services Worker - OHC Quality Reviewer (1993-12)

Deadline to Apply: September 2, 2019

Work Location:

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

Work Hours: Full Time – 80 hours biweekly

Starting Salary: \$37,793.60

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.

Requirements (Education, Experience, Licensure, Certification):

- Master's degree in Social Work (or Human Services related); or Bachelor's degree in Social Work (or Human Services related)
- Must possess a valid driver's license issued in the state of residency.
- Must have the use of an insured automobile.
- A criminal records check conducted by the Bureau of Criminal Identification and Investigation and the FBI is required.

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

Knowledge of: public relations; human relations; office practices and procedures; agency policies and procedures; government structure and process;* counseling; interviewing; social sciences (psychology, sociology, social work or related field); case management; child welfare practices and procedures.

Ability to: deal with problems, collect data, establish facts and draw valid conclusions; understand manuals and verbal instructions technical in nature; gather, collate and classify information about data, people or things; prepare meaningful, concise and accurate reports; handle sensitive inquiries from and contacts with officials and general public; work cooperatively with other staff and supervision.

ESSENTIAL JOB FACTORS:

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

Must have cell phone availability during working hours - Cell phone stipend eligible.

POSITION SPECIFIC QUALIFICATIONS:

Lift and carry children; lift and carry child car seats; lift and carry infant carrier; stand entire length of home visit (an hour or longer); conduct home visits during warmest months of the year (no air conditioning); significant walking during home visit, and frequent walking to and from court; frequently enter and exit motor vehicle; frequently climbing

and descending stairs; sitting for extended periods while driving; stooping, bending, crouching; able to quickly exit hazardous/dangerous situations that could involve violent clients, violent relatives, vicious animals, insects, rodents, unstable structures, etc.; able to lift and carry large case files and occasionally push a cart containing case files.

Job Duties (Summary):

- Responds to reports of abuse and/or neglect of minor children in out of home care situations (foster homes, day care centers, adoptive and pre-adoptive homes, residential treatment care facilities) within priority mandate; Consults with other community agencies, law enforcement, licensing authorities, and other collateral parties to determine the validity of abuse/neglect complaints to determine service needs; Completes all required notifications to the out of home care settings and licensing and supervisory authorities, as appropriate.
- Directly conducts investigations of child welfare placement providers or works in conjunction with placement agencies to investigate foster homes or congregate care settings in accordance with the Ohio Administrative Code (OAC) as well as Federal, State & Local laws to determine whether rule noncompliance has occurred. Conducts face to face interviews; on site assessments, record reviews, gathers collateral data and takes all steps necessary to assess and to respond to reports of OAC rule infractions involving health & safety, abuse & neglect, and environment safety related issues. Takes appropriate action and makes recommendations regarding the provider's status to ensure the safety, health and well-being of children in the child care setting; Works in conjunction with Rapback IN coordinator to assess hits for any criminal offenses when it is determined that the offense may impact safety and care of children. Completes a thorough investigation of the IN hit, participates in the Foster Home Quality Review Committee.
- Conducts ongoing prospective assessment and reviews of out of home care providers. Provides recommendations relating to the ongoing use of a care provider and/or conditions of corrective action; Consults with inter-departmental management, law enforcement, licensing authorities, attorneys, County Prosecutor, child care staff & other community agencies with regard to allegations, evidence, risk assessment and corrective action summaries necessary to ensure the safety and well-being of children in the home or out of home care setting. Documents and monitors compliance of provider agency and foster caregiver related to established corrective action plans.
- Completes all necessary paperwork on cases, to include investigation summary, central registry, police referrals, etc.; Retains detailed records of investigations; Prepares in-depth investigative reports, outlining critical rule violations & policy standards while determining future risk assessment in foster homes and other congregate care living arrangements; Annually, conducts an established percent of quality control reviews of provider records to include on site reviews in congregate care settings and in foster homes to assess ongoing safety and quality of care. Provides detailed comprehensive report with findings and recommendations for the provider and internal management staff to inform systemic and organizational improvements.

- Attends necessary training as required.
- Performs other related duties as assigned.