



**POSITION AVAILABLE:**

**Social Service Worker 3**

**POSTING DATE:** Tuesday, November 10, 2020  
**DEADLINE TO APPLY:** Tuesday, November 24, 2020; 4:30 p.m.

**DEPARTMENT:** Job & Family Services / PCSA  
**LOCATION:** Ravenna, OH

**WORKING HOURS:** Monday - Friday, 8:00 a.m. - 4:30 p.m., 8:30 a.m. - 5:00 p.m. or 9:00 a.m. - 5:30 p.m. (depending on need) and availability to work after-hours C.A.R.E.S.

**SALARY:** \$19.58/hr. (\$20.64/hr. if LSW or LISW)  
**FLSA STATUS:** Classified, non-exempt

**JOB OBJECTIVES:**

Under the direct supervision of a PCSA Supervisor, performs investigations/assessments of child/elder abuse and neglect referrals and determines what type of protective/placement service is needed. Incumbent is responsible for establishing family case/permanency case plans with clients, specifying goals and objectives for the child and his/her family.

**MINIMUM QUALIFICATIONS:**

Bachelor’s degree in Social Work, Human Development or another social service field required. Paid experience providing services to children and/or to persons 60 years of age or older preferred. Must possess a valid Ohio driver’s license and maintain continuing eligibility under the existing County driver eligibility standards.

**EXAMPLE OF DUTIES:**

Perform initial assessment investigations on child abuse and neglect referrals. Determine if a child/children is at risk and what type of protective/placement services is needed. Make emergency removals, protective services assessments, and provides on-going protective/placement services to families. Complete the Comprehensive Assessment Planning Model - Interim Solution (CAPMIS) tool and develop safety assessments, family assessments, safety plans, case plans, etc. Create family case/permanency case plans with clients, specifying goals and objectives for the child and his/her family. Provide intensive case management and supportive service, both on an individual and family basis, to the child, natural family, foster/ adoptive family and/or significant others when applicable. Respond to emergency and crisis situations involving families and children both efficiently and effectively. Receive reports of child and elder abuse and neglect through the abuse hotline. Ability to screen information and prioritize reports to determine if further investigation is appropriate according to State mandates.

**HOW TO APPLY:**

- **THE COUNTY APPLICATION FORM IS REQUIRED** WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: <https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- APPLICATIONS CAN BE FAXED, EMAILED OR MAILED:

**PORTAGE COUNTY HUMAN RESOURCES**  
**449 S. MERIDIAN STREET, 7<sup>th</sup> Floor**  
**RAVENNA, OHIO 44266**  
**EMAIL: [HRD@PORTAGECO.COM](mailto:HRD@PORTAGECO.COM) / FAX: 330-298-4225**