# Protective Caseworker

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for this position, please click the **Apply for this Job** link/button.

If you would like to bookmark this position for later review, click on the **Bookmark** link. If you would like to print a copy of this position for your **Preview** link.

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## Position Details

### Job Information

<table>
<thead>
<tr>
<th>Appointing Authority</th>
<th>Summit County Children Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bargaining Unit</td>
<td>CWA, Local #4546, AFL-CIO</td>
</tr>
<tr>
<td>Department/Division</td>
<td>Children Services</td>
</tr>
<tr>
<td>Full Time/Part Time</td>
<td>Full Time</td>
</tr>
<tr>
<td>Regular/Temporary</td>
<td>Regular</td>
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<tr>
<td>Work Schedule</td>
<td>Monday – Friday, 8:30 am to 4:30 pm</td>
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The Child Welfare (CW) Caseworker is responsible for the continuous assessment of abuse, neglect and other factors that affect children in the agency’s care and custody and intervening for their safety when warranted. CW Caseworkers focus on the physical, psychological and emotional well-being of their clients. CW Caseworkers work with law enforcement, providers, community services, families and relatives to ensure the permanency, safety and well-being of all children.

The CW Caseworker is committed to practicing cultural competence by working respectfully and effectively with classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and a manner that respects and preserves the dignity of all. The CW Caseworker commits to adhere to SCCS’ mission.

### Required Qualifications

**Education and/or Experience** Bachelor's Degree in Social Work, Counseling (non-school related), Psychology, Justice, Child and Family Development or Human Development and Family Studies; or MSW, MSSA or Master’s (related) required.

Two (2) years casework experience in public child welfare, mental health or family services agency

**Social Work Knowledge Base** Must have knowledge and demonstrated skill in the following areas: Child Development, Theory, Crisis Intervention, Domestic Violence Issues and Substance Abuse Issues. Must have working knowledge of current version of the diagnostic manual, risk assessment and child abuse/neglect indicators

### Preferred Qualifications

**Pre-Employment Testing Requirements** Criminal Background Check, Pre-employment Drug and Alcohol Testing

The work environment characteristics described here are representative of those an employee encounters while performing the duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment**

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The work environment is of moderate intensity.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to:
- Sit
- Use hands to manipulate objects or tools
- Reach with hands and/or arms
- Talk or hear
- Stand
- Kneel or crouch

The employee is occasionally required to:
- Lift and/or move up to twenty-five (25) pounds
- Lift and/or move up to fifty (50) pounds
- Lift and/or move up to one hundred (100) pounds

Specific vision abilities required by this job include:
- Close vision
- Distance vision
- Peripheral vision
- Depth perception

**Licensing/Certification**

Incumbent must possess a valid State of Ohio drivers’ license with no more than eight (8) points on his/her driving record. Incumbent must have the ability to drive his/her/their own vehicle and no more than six (6) points to drive an agency vehicle. Incumbent must also have a current LSW, LISW, PC or LPC license.

Incumbent must adhere to agency policies that address these topics.

**Supervisory Responsibilities**

This position has no supervisory responsibilities.

**Other Qualifications**

Incumbent is required to travel to/from Agency meetings within the County and State as directed by his/her supervisor. Travel requires the use of a vehicle insured in the incumbent’s name, unless a County or Agency policy/procedure. Personal vehicles must be in good working order to accommodate passengers as needed.

Regular attendance is required. Incumbent must adhere to Agency policies regarding use of time off at all times.

Incumbent is required to adhere to Agency rules & regulations and support the mission, vision & guiding principles.

**Additional Information**
Job Duties

Job Duty Name: Essential Duties and Responsibilities

Description of Job Duty: | Essential Duties and Responsibilities include the following. Other related duties may be assigned.

- Engages with families to evaluate safety and risk of all children being served in all interactions.
- Collaborates with community professionals to meet the individual service needs of children.
- Provides case management services to children and families. Support families in achievement of goal.
- Prepares and/or updates all required/needed documentation such as Comprehensive Assessment Interim Solution (CAPMIS) tools, activity logs, life books, social/medical histories and child study inventories, etc.
- Supports other units/departments as needed; Available for CW Casework duties in Intake, Intake Screening & Services, Protective, Protective Specialized Services and/or Social Service Programs departments as required by the employee's chain of command.
- Works collaboratively with the Legal Department to file necessary affidavits and motions; Prepares testimony, court documentation, court reports, informal case plans and court reports.
- Supports other units, departments as needed; Available for CW Casework duties in Intake, Intake Screening & Services, Protective, Protective Specialized Services and Social Service Programs departments as required by the employee's chain of command.
- Completes relevant reports and forms, such as Family Search and Engagement (FSE), Individual Child Care Agreement (ICCA), Interstate Compact for the Placement of Children (ICPC) requests in accordance with ODJFS and agency guidelines.
- Completes documentation into the Statewide Automated Child Welfare Information System (SACWIS) and Travers agency and departmental guidelines.
- Attends and participates in supervision meetings as established by the employee's chain of command and based worker/caseload; Attends and participates in all agency meetings including unit, department, division and all staff meetings.
- Attends trainings as identified by the chain of command regarding child welfare and meets the annual requirement.
- Adheres to all agency policies and procedures, including but not limited to Professional Ethics and Conflict of Interest Guidelines.

Core Competencies

To perform this job successfully, an individual must demonstrate the following competencies:

1. Adaptability – Adapts to changes in the work environment; Manages competing demands; Changes approach or methodology to match changing needs or the requirements of a situation; Able to deal with frequent change, delay or unexpected events.
2. Communication – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds promptly to customer service requests,Priority; Solves problems; Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds promptly to customer service requests.
3. Customer Service – Manages challenging or emotional client and employee situations; Responds promptly to customer service requests; Priority; Solves problems; Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification.
4. Dependability – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Accepts responsibility for own actions;
5. Ethics – Treats others with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
6. Ethics – Treats others with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
7. Initiative – Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes calculated risk; Looks for and takes advantage of opportunities; Seeks for and offers help when needed.
8. Innovation – Displays original thinking and creativity; Meets challenges with resourcefulness; Generates creative ideas; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others’ attention; Demonstrates innovation.
9. Interpersonal Skills – Focuses on solving conflict, not blaming; Listens to others without interrupting; Keeps emotions open when others’ ideas and feelings; Approaches others in a tactful manner; Demonstrates insight.
10. Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others’ views; Feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build commitments to goals and objectives.
11. Safety and Security – Determines appropriate action beyond guidelines; Reports potentially unsafe condition materials properly.
12. Safety and Security – Determines appropriate action beyond guidelines; Reports potentially unsafe condition materials properly.
13. Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others’ views.
14. Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote excellence; Meets quality standards.

Requisition Details

Requisition Details

Requisition Number: B-0762023-R
Working Title: Protective Caseworker
**Posting Type**
External/Public Posting

**Number of Vacancies**
4

**Advertised Salary**
- $20.50 – Training Unit
- $22.50 – Bachelor's Degree
- $26.50 – Master's Degree

**Open Date**
05/24/2023

**Close Date**
09/29/2023

**Open Until Filled**
No

**Special Instructions**

**Summary**

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**Supplemental Questions**

Required fields are indicated with an asterisk (*).

1. * Do you possess a degree or will you have one in the next 6 months in one of the following: Social work, Counseling, Psychology, Sociology Development & Family Studies or Child & Family Studies?
   - Yes
   - No

2. * Are you licensed as an LSW, LISW, RN or PCC?
   - Yes
   - No

3. * Do you have a Master's Degree in Social Work (MSW) or Social Service Administration (MSSA)?
   - Yes
   - No

4. * Are you a University Partnership Program (UPP) graduate?
   - Yes
   - No

5. * Have you worked for a public (county or state) child welfare agency?
   - Yes
   - No

6. * How many years of child welfare experience do you have?
   - None
   - Less than 5
   - Between 5-9
   - 10 or more

7. * Have you ever interviewed for employment or been employed at SCCS or Summit County? If yes, please give dates and explanations. If no, please enter "No".
   (Open Ended Question)

8. * Are you related to anyone on the Board of SCCS or anyone employed by SCCS or Summit County? If yes, please give name and relation “No”.
   (Open Ended Question)

9. * Have you ever had any involvement with Summit County Children Services or any other child welfare system in any capacity? Please answer questions below and provide explanation if applicable. As a child? As an adult? As a caregiver/provider? Other? If yes, please provide relevant information including the State/County where involved (please note that SCCS will conduct a comprehensive Child Welfare Background Check to verify.
   (Open Ended Question)

10. * Have you been convicted of or plead guilty to any offense identified in the Ohio Administrative Code (OAC) 5101:2-5-09? If yes, please provide complete reasons.
    (Open Ended Question)

11. * Have your driving privileges ever been denied, suspended or revoked? If yes, please state dates and complete reasons.
    (Open Ended Question)

12. * What is your driver’s license number? If you do not possess a driver’s license, please enter "N/A".
    (Open Ended Question)

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**Documents Needed to Apply**

**Required Documents**
1. Resume
2. Cover Letter

**Optional Documents**

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