

May 9, 2019

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JEFFERSON COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES

Vacancy

(1) Social Service Worker II Position
Children Service Unit

Summary of Essential Duties: Maintain foster parent licenses per OAC, conducts home studies (foster care, adoption, IPC, and Kinship), processes recertifications and assessments. Finds placements for children and coordinates placement meetings. Maintains records for foster parent training requirements and facilitates training as needed. Maintains payments and reimbursements. Monitors rules violations and corrective actions. Processes inquiries and applications for prospective foster parents. Works with families and potential kinship providers. Determines eligibility for kinship permanency. Records data, reviews cases, and runs reports utilizing agency network. Operates agency or own vehicle. Completes necessary central registry forms and reports. Investigates allegations of abuse and neglect, and facilitates removals, when needed. Coordinates community resources to assist in service delivery. Makes referrals to other agency resources. Provides support counseling. Facilitates presentations and events for the public and specialized audiences regarding prevention of abuse and neglect, foster care, and services provided by the agency. Attends seminars, conferences, and training sessions to enhance personal knowledge of child and foster care methods. Maintains assessor certification. Performs other duties as assigned.

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 service occupation, and one year as a Social Service Worker I, or
3) An associate degree in human services-related studies/and pursuing bachelor's degree, or
4) Been employed for at least five years in a human service-related occupation
5) Must obtain assessor certification within one year of hire;
6) A valid Ohio Driver's license and Ohio/County required auto insurance;
7) Must participate in a background check including (FBI and BCI);
Must have dependable transportation; Must have excellent computer skills; Must be able to support regular and predictable attendance; Must be able to endure unusual working conditions/regular exposures to hazards.

Note:

- (1) If courses are claimed to meet qualifications, documentation for the school must be provided.
- (2) In case of promotion, duties of employee must be in actual preparation for the higher position.
- (3) Promotions subject to the possibility of loss of certified status.
Application must be complete and made in writing.

Application forms are available in the Human Resource Office – Room 216.
Submit application to the Human Resource Office – Room 216

Note: Successful applicant should be aware and prepared to deal with exposure to clients that could have various health/physical/mental/or emotional problems.