

## Vacant Position

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**Post Date:** August 1, 2022      **End Date:** Vacant Until Filled  
**Starting Pay:** \$18.56      **Division:** Children Services

**Position Title:** Social Service Worker 2 - Intake

**This is a full-time bargaining unit position. Core agency hours are Monday-Friday, 8:00 a.m. to 4:00 p.m. Periodic on-call required.**

### Job Duties:

Regular and Predictable attendance. Conducts oneself with courtesy, respect and consideration towards the public and coworkers always.

Conducts investigation into alleged child abuse & neglect complaints in & out of home care settings. Conducts interviews with the alleged perpetrator, parents, children & other appropriate persons in or out of the home. Collects information, takes photographs, makes collateral contacts, gathers & documents information in the case records that supports disposition on whether the complaint has been substantiated or unsubstantiated. Assesses risk to child, makes appropriate recommendations based on family assessment. Identifies relative supports and facilitates placements. Collects information & evidence needed by the prosecutor's office to prosecute a complaint. Prepares court reports on same. Testifies in court regarding findings during the investigation. Files charges on behalf of children. Works with families & public to prevent child abuse & neglect. On call for emergencies pertaining to investigations. Provides counseling to children and families. Removes children from home when necessary.

**Confers** with other social workers, the appropriate law enforcement agencies. Establishes, maintains and works cooperatively with community resources and schools. Reports to and testifies in Juvenile Court and other courts as need. Conducts home investigations in homes that have come to the agency's attention due to a complaint & when necessary to remove a child from the home.

**Prepares** cases to be investigated, maintains cases and terminates case records in a timely manner. Prepares written correspondence, answers routine telephone calls from the public, build rapport with the school personnel in Columbiana County, law enforcement agencies, social service agencies, area courts, etc. Makes referrals to other agencies & to unit workers. Completes necessary documents, evaluates progress of clients and makes appropriate recommendations. Transfers case to ongoing unit when appropriate.

**Minimum Qualifications** for the position of Social Service Worker 2 are as follow:

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 services occupation, or; 3. An associate degree in human services-related studies, or; 4. Been employed for at least five years in a human service-related occupation. For employment to continue, a person described in Option 2, 3, or 4 above must obtain a job-related bachelor's degree not later than five years after the date employment with the agency commences. Per Section 5153.122 of the Ohio Revised Code, each caseworker shall complete at least ninety hours of in-service training during the first year of the caseworker's continuous employment, consisting of courses in recognizing and preventing child abuse and neglect, assessing risks, interviewing persons, investigating cases, intervening, providing services to children and their families, and other topics relevant to child abuse and neglect. After the first year of continuous employment, each caseworker annually shall complete thirty-six hours of training in areas relevant to the caseworker's assigned duties. Applicant must have valid driver's license.