



COUNTY OF SUMMIT, OHIO

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**Social Worker Assistant/Social Service Aide**

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

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**Position Details****Job Information**

<b>Appointing Authority</b>	Summit County Children Services
<b>Bargaining Unit</b>	CWA, Local #4546, AFL-CIO
<b>Department/Division</b>	Children Services
<b>Full Time/Part Time</b>	Full Time
<b>Regular/Temporary</b>	Regular
<b>Work Schedule</b>	Monday – Friday, various shifts available

**Job Description**

The Social Worker Assistant/Social Service Aide (Case Aide) is responsible for the continuous assessment of abuse, neglect and other forms of maltreatment of children in the agency's care and custody and intervening for their safety when warranted. Case Aides focus on ensuring the social, physical, psychological and emotional well-being of their clients. Case Aides work with law enforcement, the court system, childcare providers, community services, families and relatives to ensure the permanency, safety and well-being of all children with whom they work. The Case Aide is committed to practicing cultural competence by working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that respects and preserves the dignity of all. The Case Aide commits to adhere to SCCS' mission, vision and values at all times.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Required Qualifications****Education and/or Experience**

Associates Degree in Social Work, Counseling (non-school related), Psychology, Sociology, Criminal Justice, Child and Family Development or Human Development and Family Studies required; At least one (1) case management experience in public child welfare, mental health or family services agency required. Bachelor's Degree preferred.

**Preferred Qualifications****Pre-Employment Testing Requirements**

Criminal Background Check, Pre-employment Drug and Alcohol Testing

**Work Environment**

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

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

**Physical Demands**

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.

While performing the duties of this Job, the employee is regularly required to: sit; use hands to manipulate objects; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk.

The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to twenty-five (25) pounds, occasionally lift and/or move up to fifty (50) pounds and rarely 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 and ability to adjust focus.

#### Licensing/Certification

Social Worker Assistant (SWA) certification preferred. Incumbent must possess a valid State of Ohio drivers' license with no more than eight (8) points on his/her driving record at any time to drive his/her/their own vehicle and no more than six (6) points to drive an agency vehicle. Incumbent must also possess auto insurance as defined by Ohio Administrative Code (OAC) at all times. Incumbent must also adhere to agency policies that address these topics.

#### Supervisory Responsibilities

This position has no supervisory responsibilities.

#### Other Qualifications

#### Additional Information

Incumbent is required to travel to/from Agency meetings within the County and State as directed by his/her chain of command, and as required for job duties. Travel requires the use of a vehicle insured in the incumbent's name, unless a County-owned vehicle is secured pursuant to contract language and/or Agency policy/procedure. Personal vehicles must be in good working order and appropriately 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 at all times.

## Job Duties

#### Job Duty Name

Essential Job Duties and Responsibilities

#### Description of Job Duty

**Essential Duties and Responsibilities include the following.** Other related duties may be assigned.

Coordinates and works closely with other community service providers, i.e., doctors, therapists, schools and courts on behalf of the children on caseload; Coordinates or provides transportation for children to doctors, school, therapy and community agencies as needed; Teaches parents basic parenting skills, child development, rearing, discipline and age-appropriate parent/child interaction, as needed.

Assists Child Welfare Caseworkers and/or Supervisors with the coordination of school and/or camp registrations, medical documentation, etc.

Arranges, coordinates and/or supervises visitation at the Family Interaction Center, Family Enrichment Center, in the community, parent or relative/caregiver homes; Teaches parents basic parenting skills, child development, rearing, discipline and age-appropriate parent/child interaction. Ensures safety of children during family interactions; Facilitates/mediates communication between parents, caregivers and caseworkers.

Works with clients to obtain case related information and/or completion of forms; Delivers agency communication(s) to clients and/or caregivers as needed/directed.

Assists in the delivery of resources/goods to clients at the direction of the CW Caseworker and/or supervisor; Picks up and/or delivers donated and purchased goods; Promotes cleanliness and assists with the sterilization of toys.

Accesses Statewide Automated Child Welfare Information System (SACWIS) and enters information, as needed/required by assigned job duties;; Extracts information and inputs activity logs, as needed; Gathers data and completes statistical reports to capture unit outcomes and demographic data as requested by supervisor or chain of command.

Scans case-related material into Electronic Document Management System (EDMS) (aka Traverse) and notifies associated persons of newly scanned material, when appropriate.

Performs oral swabs and documents appropriately, as directed.

Works collaboratively with the Legal Department to prepare testimony and other documentation required for court review hearings, dispositional hearings, trials, finalization hearings, or other required hearings; Represents the Agency's position in court.

Supports other units/departments as needed; Available for Case Aide duties in all Social Service and/or Social Service Programs departments as required/directed by chain of command.

Assists in the orientation/shadowing of agency staff as required by the employee's chain of command.

Attends and participates in supervision meetings as established by the employee's chain of command and based on the needs of the 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 as required.

Adheres to all agency policies and procedures, including but not limited to Professional Ethics and Conflict of Interest and adherence to the National Association of Social Workers (NASW) Code of Ethics, regardless of licensure.

#### Job Duty Name

Core Competencies

#### Description of Job Duty

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 method to best fit the situation; Able to deal with frequent change, delays, or unexpected events; Reacts well under pressure.
2. Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings. Writes clearly and informatively; Varies writing style to meet needs; Able to read and interpret written information.
3. Customer Service – Manages challenging or emotional client and employee situations; Responds promptly to client's/employee needs; Solicits client feedback to improve service; Responds to requests for service and assistance.
4. Dependability – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time. Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to complete goals and finalize work duties; Completes tasks on time or notifies appropriate person with an alternate plan; Follows through on commitments; Follows policies and procedures.
5. Cultural Competency – Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free

environment.

6. Ethics – Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values; Treats others with respect and consideration regardless of their status or position; Maintains confidentiality.

7. Initiative – Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

8. Innovation – Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

9. Interpersonal Skills – Focuses on solving conflict, not blaming; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things; Approaches others in a tactful manner; Demonstrates insight and empathy.

10. Planning/Productivity – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans; Meets productivity standards; Completes work in timely manner; Strives to increase productivity.

11. Problem Solving – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

12. Safety and Security – Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

13. Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

14. Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote excellence; Monitors own work to ensure quality.

## Requisition Details

### Requisition Details

<b>Requisition Number</b>	B-1042022-R
<b>Working Title</b>	Social Worker Assistant/Social Service Aide
<b>Posting Type</b>	External/Public Posting
<b>Number of Vacancies</b>	1
<b>Advertised Salary</b>	\$18.25 per hour
<b>Open Date</b>	07/26/2022
<b>Close Date</b>	08/26/2022
<b>Open Until Filled</b>	No

### Special Instructions Summary

## Supplemental Questions

Required fields are indicated with an asterisk (\*).

- \* Do you have an associate's degree in Social Work, Counseling (non-school related), Psychology, Sociology, Criminal Justice, Child and Family Development or Human Development and Family Studies?
  - Yes
  - No
- \* Do you have experience working in a Child Welfare or other similar agency?
  - Yes
  - No
- \* How many years experience do you have working in a child welfare or other similar agency?
  - 0-1
  - 2-3
  - 3 or more
- \* 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)
- \* Are you related to anyone on the Board of SCCS or anyone employed by SCCS or Summit County? If yes, please give name and relationship. If no, please enter "No"  
(Open Ended Question)
- \* Have you ever had any involvement with Summit County Children Services or any other child welfare system in any capacity? Please answer "Yes, No or N/A" to the questions below and provide explanation if applicable. As a child? As an adult? As a caregiver/provider? Other? If yes, please provide relevant information for each, including the State/County where involved (please note that SCCS will conduct a comprehensive Child Welfare Background Check to verify the information provided).

(Open Ended Question)

7. \* What is your driver's license number? If you do not possess a driver's license, please enter "N/A".

(Open Ended Question)

8. \* Have your driving privileges ever been denied, suspended or revoked? If yes, please give dates and complete reasons. If no, please enter "No"

(Open Ended Question)

9. \* 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 give offenses, dates and explanations. If no, please enter "No"

- Yes
- No

### **Documents Needed to Apply**

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#### **Required Documents**

1. Resume

#### **Optional Documents**

1. Cover Letter

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