



SOCIAL SERVICES CASEWORKER

POSITION SUMMARY: The Social Services Caseworker investigates claims of abuse and neglect of children AND/OR maintains a caseload of children/families who have previously been determined to require the protective services in the agency as determined appropriate AND/OR manages a caseload of foster care and/or adoption assessments and placements. This classification also prepares child-related cases for court and participates in legal action.

QUALIFICATIONS: Bachelor's degree in behavioral science, social science, early childhood development technology, education, or related fields **OR** agreement to complete bachelor's degree within five years of hire.

The ideal candidate will have knowledge of Federal, State, and Local laws, rules, and regulations governing eligibility, agency computer systems, office management, social sciences, counseling, and case plans. They will also possess skills in typing, word processing, interviewing, and reasoning ability (numerical, verbal, clerical, interpersonal, and physical).

DUTIES: The Social Services Caseworker investigates claims of abuse and neglect of children AND/OR maintains a caseload of children/families who have previously been determined to require the protective services in the agency. They participate in legal actions including testifying in court as necessary. They will meet procedural deadlines that govern the management of social services cases set by the State of Ohio and ensure the documentation is complete.

They will serve on internal/external committees and attend various agency meetings, as well as develop and administer public education programs pertaining to issues related to the case assignments.

Must be able to perform on-call status when needed.

The Social Services Caseworker is responsible that children are cared for in a safe environment. The incumbent must attend to the possibility of harm coming to children, who are unable to protect themselves. This position requires attention to ensure that actions do not create dangerous situations for children. These children are incapable of protecting themselves from physical, mental, and/or sexual abuse. This position involves regular exposure to environmental factors (e.g., cold, excessive heat, noise, fumes, vibration, dirt) during interviews and meetings conducted outside of the office. The incumbent may occasionally interact with angry or hostile clients.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

HOURS	Monday – Friday, 8a – 5p (Hours may vary due to the needs of the agency outside of normal working hours)
FLSA	Non-Exempt
BENEFITS	Medical, Health Savings Account County Contribution, Dental, Vision, Life & AD&D Insurance, Flexible Spending Accounts for Health & Dependent Care, OPERS Retirement with Employer Contribution of 14% (Higher for Law Enforcement), Deferred Compensation Programs, Paid Vacation & Sick Time, Paid Holidays, Employee Assistance Program, Tuition Discounts, Fitness Center Discounts
PAY	\$21.56/hour

EQUAL OPPORTUNITY EMPLOYER STATEMENT: *The Miami County Board of Commissioners, including those agencies under other elected officials, is an equal opportunity employer and does not make employment decisions in a discriminatory manner based on race, color, religion, gender, national origin, age, sexual orientation, gender identity, disabilities that can be reasonably accommodated, or veteran status. The County complies with all applicable federal and state laws, rules, and regulations.*

This policy prohibits both discrimination based on any of the above-listed protected characteristics, retaliation against a person who opposes or complains about prohibited conduct, or participates in any way in the complaint, investigation, or reasonable accommodation processes.

Method of Application

Applications may be submitted [online](#).

Benefits

The Miami County Board of Commissioners offers a generous benefits package including medical, vision, and dental insurance, life insurance, OPERS and deferred compensation, vacation and sick leave, and much more.