



**FAIRFIELD COUNTY OHIO**  
invites applications for the position of:

## **Social Service Worker 2 - Protective Services**

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### **SALARY:**

\$22.83 - \$22.83 Hourly  
\$1,826.40 - \$1,826.40 Biweekly  
\$47,486.40 - \$47,486.40 Annually

### **DESCRIPTION:**

#### Summary of Essential Duties

The primary purpose of the Social Services Worker 2 position is to investigate claims of abuse and neglect of children.

In addition, the classification prepares child cases for court, meets procedural deadlines governing the management

of social services cases set by the State of Ohio and ensures that this documentation is complete, and could serve

as on-call social service worker (e.g., on weekends, holidays, after business hours).

### **DUTIES:**

55% Conduct initial interviews with public for abuse/neglect investigations; collect, organize and receive abuse/neglect referrals from case-workers, other agencies

and the general public, and develop documentation for permanent case record.

Refer to higher level Social Service Worker and/or Supervisor for further case

determinations; advise public of agency procedures. Complete forms, reports, case records, logs and correspondence; input data into computerized logs (e.g.,

SACWIS); organize record documentation (e.g., photos, audio/video tapes, handwritten/typed notes, written summaries, risk assessment packets, case plans,

Central Registry and Conclusion Forms) for supervisory approvals and agency record retention program. Provide information and referral services for clients not

accepted for direct service; maintain contact with other agencies; provide clerical support (e.g., answering telephone, copying, typing, filing, sorting, mailing);

assist supervisor in preparing reports and data collection.

30% Provide additional coverage as assigned by supervisor for casework related activities including but not limited to conducting home visits,

initiating/completing investigations, securing out of home placements which best

meet client's needs in a least restrictive setting. Provide in home or foster care

contacts, transport clients as necessary, attend case related meetings, etc.

10% Participates in CWIT curriculum as directed by immediate supervisor. Participate in ongoing training, supervisory/staff meetings, staff consultations and other related management support tasks.

5% Perform other duties as assigned.

## **QUALIFICATIONS:**

### Minimum Qualifications

Per Section 5153.112 of the Ohio Revised Code, applicants of a Public Children Services unit must have one of the following:

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's 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. In addition, applicant must have valid driver's license.

**APPLICATIONS MAY BE FILED ONLINE AT:**

<https://www.co.fairfield.oh.us/>