



Fairfield County Ohio Social Service Worker 2 - Screener

SALARY	\$22.83 Hourly	LOCATION	Lancaster 43130, OH
JOB TYPE	Full-Time	JOB NUMBER	00456
DEPARTMENT	JOB & FAMILY SERVICES	DIVISION	Protective Services
OPENING DATE	12/28/2023	CLOSING DATE	1/31/2024 at 11:59 PM Eastern Time (US & Canada)

Description

50% Conduct initial interviews with the public to gather information of abuse/neglect concerns for children and elderly; collect, organize and receive abuse/neglect referrals from caseworkers, other agencies, community partners, and the general public and document information within the State Automated Child Welfare Information System (SACWIS) and or the Ohio Database for Adult Protective Services (ODAPS), advise the public of agency procedures

20% Complete forms, case records, logs and correspondence, organize record documentation (e.g. photos, audio/videos, handwritten/typed notes, written summaries) for supervisory approvals and agency record retention; provide cross referrals to other agencies, completion of letter notification to Mandated Reporters.

20% 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, scanning, and uploading documents into the electronic data management system); assist supervisor in preparing reports and data collection

10% Participate in ongoing training, supervisory/staff meetings, staff consultations and other related management support tasks. Participates in weekend and after hours on call coverage on a rotating basis. Assist with overflow case assignments by assessing the validity of complaints accepted according to the Ohio Department of Job and Family Services (ODJFS) rules and agency policy of abuse, neglect, and dependency by conducting interviews of adults and children at various locations, completing assessments in the Statewide Automated Child Welfare Information System (SACWIS), gathering evidence, and working with community partners and/or collateral sources. Provides interventions to alleviate crises and reduce risks to children by engaging the family, community partners and referring for service linkage. Perform other duties as assigned.

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.

Applicants may first be required to complete a Case Worker in Training onboarding process for a period up to 6 weeks.

Agency

Fairfield County Ohio

Address

210 E. Main Street

Phone

740-652-7880

Lancaster, Ohio, 43130

Website

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