



PORTAGE COUNTY

POSITION AVAILABLE

OPEN TO EMPLOYEES AND THE GENERAL PUBLIC

JOB TITLE:	Social Service Worker 3 - Group Home
POSTING DATE:	Tuesday, August 20, 2019
DEADLINE TO APPLY:	Tuesday, September 3, 2019

DEPARTMENT/DIVISION: Job and Family Services/PCSA
IMMEDIATE SUPERVISOR: Program Manager - Group Home
APPOINTING AUTHORITY: Portage County Board of Commissioners
WORK HOURS: Afternoon or Midnight Shifts and on call as needed as coordinated on a monthly basis by the Program Manager of the Group Home
STARTING SALARY: \$19.20/hr. (\$20.24/hr. if LSW or LISW)

MINIMUM QUALIFICATIONS:

Bachelor’s degree in Social Work, Human Development or another social service field required. Paid experience providing services to children and/or to persons 60 years of age or older preferred. Must possess a valid Ohio driver’s license and maintain continuing eligibility under the existing County driver eligibility standards.

JOB DESCRIPTION:

Responsible for behavior compliance and modification, clinical interventions, recreational activities and support for children residing in Portage Job and Family Services’ group home in accordance with ODJFS licensing standards and Portage Job and Family Services policies. Works to support the goals of each child as established in the Child Service Plan. Coordinates services with the assigned caseworker to implement and carry out individual and family case plan goals. Ensures the documentation and recording of daily behavior and activities of residents, including sleep logs, critical incident reports, police reports, medical files, visitation sheets, and other required reports, logs or communications. Ensures resident appointments are kept. Assists with the transportation needs of the residents. Maintains orderliness of work area. Oversees the execution of general housekeeping and laundry services for the home. Ensures the home is at an above-average level of cleanliness. Oversees the preparation of meals for the residents. Identifies and provides therapeutic opportunities and interventions to address treatment needs of residents. Supervises the recreation activities for residents, including dinners, picnics, trips, transportation, sports. Monitors chore charts and disburses allowances. Provides direct recreation instruction/interaction in both group and one-on-one sessions. Assists with off-grounds activities. Develops and maintains positive relations with community groups, such as YMCA, YWCA, churches, fraternal organizations and to other groups providing services and programs for residents. Maintains communications with residential staff to ensure continuity for children.

HOW TO APPLY:

- THE COUNTY APPLICATION FORM IS REQUIRED WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS **MUST BE RECEIVED BY 4:30 P.M. ON THE CLOSING DATE** LISTED ABOVE.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: www.co.portage.oh.us OR PICKED UP ON THE 7th FLOOR OF THE ADMINISTRATION BUILDING.
- APPLICATIONS CAN BE FAXED, EMAILED, MAILED OR SUBMITTED IN PERSON FROM 8:00 A.M. TO 4:30 P.M. MONDAY-FRIDAY:

PORTAGE COUNTY HUMAN RESOURCES
449 S. MERIDIAN STREET, 7th FLOOR
RAVENNA, OHIO 44266
EMAIL: HRD@PORTAGECO.COM / FAX: 330-298-4225

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)