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Caseworker/SACWIS SME

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Position Details

Appointing Authority Summit County Children Services

Bargaining Unit CWA, Local #4546, AFL-CIO

Department/Division Children Services

Full Time/Part Time Full Time

Regular/Temporary Regular

Work Schedule Monday – Friday, 8:30am to 4:30pm

Job Description Oversee the agency support and training of the Ohio Statewide Automated Child Welfare Information System (SACWIS). Provide support and training to new and transitioning Social Service casework employees as they begin to integrate their SACWIS and CAPMIS knowledge with working with clients in the field.

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:

Minimum education required: Bachelor’s Degree in Social Work, Psychology, Sociology, Criminal Justice, Child and Family Development or Human Development and Family Studies.

Minimum years of experience: Two (2) years casework experience in child welfare (preferred), mental health or family services. Training experience 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 occasionally 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.

Minimum certification/license:
LSW or PC preferred.

Licensing/Certification

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; and possess auto insurance as defined by Ohio Administrative Code (OAC) at all times.

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

Provide support and training to agency staff on the ODJFS SACWIS application. Participates in and facilitates information transfer of SACWIS. Serves as the agency's foremost SACWIS subject matter expert. Create and modify, when necessary, the SACWIS training curriculum and online reference manual by monitoring ODJFS build release notes for changes affecting policy or procedure.

Provide additional training and support in the field to new casework staff modeling the core competencies of an Intake caseworker including: engaging, assessing, implementing, communicating, documenting, planning, partnering, evaluating, advocating, collaborating, and demonstrating cultural and diversity competence.

Perform and assist with Intake casework, including completion of CAPMIS tools, initiating collateral phone calls and completing follow-up home visits.

Special projects as requested by Director, Social Service Department Directors, or State Staff (i.e. Data Quality Reviews, Report Reconciliation, etc.). Collaborates with other organizations (County, State, and otherwise) for information purposes related to SACWIS by participating in statewide project related meetings, training modules, and/or workgroups.

Serve as agency liaison with ODJFS on all requests for data fixes. Work with agency staff and the state team to bring issues to resolution.

Attend Agency meetings; consult with supervisor on unit activities; perform other related duties, as assigned.

Other related duties may be assigned.

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 Number	B-0252021-R
Working Title	Caseworker/SACWIS SME
Posting Type	External/Public Posting
Number of Vacancies	1
Advertised Salary	\$20.00 – Training Unit \$22.00 – Bachelor’s Degree \$26.00 – Master’s Degree
Open Date	02/18/2021
Close Date	03/05/2021
Open Until Filled	No
Special Instructions Summary	

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Do you possess a degree or will you have one in the next 6 months in one of the following: Social work, Counseling, Psychology, Sociology, Criminal Justice, Human Development & Family Studies or Child & Family Studies?
 - Yes
 - No
2. * Do you possess an LSW, LISW, LISW-S, PC or PCC?
 - LSW

- LISW
 - LISW-S
 - PC
 - PCC
 - I do not have any licenses/certification listed above
3. * Are you a University Partnership Program (UPP) graduate?
- Yes
 - No
4. * What best describes your experience in training needs assessment?
- None
 - Less than one year
 - One year
 - Two years
 - Three years
 - Four years
 - Five or more years
5. * 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)
6. * 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)
7. * Have you ever received services or been involved with Summit County Children Services or any other Child Welfare system as a child or as an adult? If yes, please provide relevant information. If no, please enter "No"
- (Open Ended Question)
8. * 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
9. * 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)
10. * What is your driver's license number? If you do not possess a driver's license, please enter "N/A".
- (Open Ended Question)
11. * Do you currently use tobacco products?
- Yes
 - No

Documents Needed to Apply

Required Documents

- 1. Resume

Optional Documents

- 1. Cover Letter

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