



COUNTY OF SUMMIT, OHIO

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Intake Caseworker

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening. To apply for the position, please click the **Apply for this Job** link/button.

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Please see Special Instructions for more details.

SCCS is now hiring an Intake Caseworker class to begin employment Monday 1/31/2022.

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

The Child Welfare (CW) Caseworker is responsible to protect children in the agency's care and custody from situations of abuse, neglect and other forms of maltreatment. CW Caseworkers focus on ensuring the social, physical, psychological and emotional well-being of their clients. CW Caseworkers work with law enforcement, the court system, childcare providers, community services, families and relatives to ensure the permanency, safety and well-being of all children with whom they work.

The CW Caseworker is committed to practicing cultural competence by working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that respects and preserves the dignity of all. The CW Caseworker commits to adhere to SCCS' mission, vision and values at all times.

Required Qualifications**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.

Education and/or Experience

Bachelor's Degree in Social Work, Counseling (non-school related), Psychology, Sociology, Criminal Justice, Child and Family Development or Human Development and Family Studies; or MSW, MSSA or Master's in Counseling (non-school related) required.

Two (2) years casework experience in public child welfare, mental health or family services agency preferred.

Social Work Knowledge Base

Must have knowledge and demonstrated skill in the following areas: Child Development, Family Systems Theory, Crisis Intervention, Domestic Violence Issues and Substance Abuse Issues. Must have working knowledge of DSM V or most current version of the diagnostic manual, risk assessment and child abuse/neglect indicators.

Language Skills

Ability to read and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from supervisors, clients, and the general public.

Demonstrated excellence in customer service required.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual must have demonstrated knowledge in all Microsoft Office products including, but not limited to Word, Excel, PowerPoint and Access, as well as Publisher; demonstrated knowledge of audiovisual equipment as it pertains to the training environment.

Prior experience working with the Statewide Automated Child Welfare Information System (SACWIS) and/or Traverse Document Management System 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 frequently 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.

LSW, LISW, PC or LPC 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 to drive his/her/their own vehicle and no more than six (6) points to drive an agency vehicle. Incumbent must also possess auto insurance as defined by Ohio Administrative Code (OAC) at all times.

Incumbent must also adhere to agency policies that address these topics.

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

Engages with families to evaluate safety and risk of all children being served in all interactions.

Investigates/Assesses allegations of abuse, neglect, dependency and/or Family in Need of Service (FINS), according to pathway assignment to determine validity of allegations and an assessment of risk; complete all required assessment tools; Assesses family situation through timely visits, interviews, phone calls, email, and other sources.

Responds to all inquiries/complaints, whether written, in person (walk in), via telephone/email communication, from the community utilizing the screening guide and other established agency policies to inform screening decisions.

Make service recommendations. Collaborates with community professionals to meet the individual service needs of families to strengthen them, build supports, reduce risk, and remove safety threats to children.

Actively participate in all required client/case-centered meetings including but not limited to Team Decision Making Meetings, Semi-Annual Reviews, Family Team Meetings, Planned Permanency Review Panel, Administrative Case Conferences, Placement Review and Match Meetings.

Visits with all children in the placement setting or own home monthly in accordance with federal, state, and agency mandates to assess safety and care. Assists parent and/or caregiver in ensuring medical, therapeutic, psychiatric, educational and other applicable needs of children are met; Transports clients when necessary.

Develops case plans with all parties. Regularly reviews case plan progress with all parties. Conducts monthly visits with adult/parent/caregiver associated with case. Completes referral and linkage to services for children and families. Assess and evaluates family progress. Provides case management services to children and families. Support families in achievement of case plan objectives and goal.

Coordinates and works closely with other community service providers, i.e., doctors, therapists, schools and courts on behalf of the children on caseload; Coordinates or provides transportation for

children to doctors, school, therapy and community agencies as needed.

Arranges, coordinates or supervises family visits, in the community, parent or relative homes as needed/required.

Completes, prepares and/or updates all required/needed case documentation such as Comprehensive Assessment and Planning Model- Interim Solution (CAPMIS) tools, activity logs, life books, social/medical histories and child study inventories, etc. timely as required by mandates and agency policy.

Completes relevant reports and forms, such as Family Search and Engagement (FSE), Individual Child Care Agreements (ICCA), and Interstate Compact for the Placement of Children (ICPC) requests in accordance with ODJFS and agency guidelines.

Completes documentation into the Statewide Automated Child Welfare Information System(SACWIS)and Traverse system according to agency and departmental guidelines.

Works collaboratively with the Legal Department to file necessary affidavits and motions; Prepares testimony, case plans and/or other documentation required for court review hearings, dispositional hearings, trials, finalization hearings, or other hearings required for cases; Represents the Agency's position in court.

Supports other units/departments as needed; Available for CW Casework duties in Intake, Intake Screening & Supports, Placement Services, Protective, Protective Specialized Services and/or Social Service Programs departments as required by chain of command.

Assists in the orientation/shadowing of agency staff as required by the employee's chain of command.

Attends and participates in supervision meetings as established by the employee's chain of command and based on the needs of the worker/caseload; Attends and participates in all agency meetings including unit, department, division and all staff meetings.

Attends trainings as identified by the chain of command regarding child welfare and meets the annual requirements for working as a CW Caseworker in the State of Ohio, as well as biannual requirements for license in the State of Ohio, where required.

Adheres to all agency policies and procedures, including but not limited to Professional Ethics and Conflict of Interest and adherence to the National Association of Social Workers (NASW) Code of Ethics, regardless of licensure.

Other related duties may be assigned.

Job Duty Name

Core Competencies

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.

Description of Job Duty

Requisition Details

Requisition Number	B-1132021-R
Working Title	Intake Caseworker
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	11/17/2021
Close Date	01/16/2022
Open Until Filled	No
Special Instructions Summary	SCCS is now hiring an Intake Caseworker class to begin employment Monday 1/31/2022.

Supplemental Questions

Required fields are indicated with an asterisk (*).

- * 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
- * Are you a University Partnership Program (UPP) graduate?
 - Yes
 - No
- * 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
- * Have you worked for a public (county or state) child welfare agency?
 - Yes
 - No
- * How many years of child welfare experience do you have?
 - None
 - Less than 5
 - Between 5-9
 - 10 or more
- * 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)
- * 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)
- * 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)
- * 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)
- * What is your driver's license number? If you do not possess a driver's license, please enter "N/A".
(Open Ended Question)
- * 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

Documents Needed to Apply

Required Documents

- Resume

Optional Documents

- Cover Letter

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