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

If you would like to bookmark this position for later review, click on the Bookmark link. If you would like to print a copy of this position for your preview link.

**Position Details**

**Job Information**

- **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, Various Shifts Available

**Job Description**

The Social Worker Assistant/Social Service Aide (Case Aide) is responsible for the continuous assessment of abuse, neglect, or maltreatment of children in the agency's care and custody and intervening for their safety when warranted, ensuring the social, physical, psychological and emotional well-being of their clients. Case Aides work with law enforcement, childcare providers, community services, families and relatives to ensure the permanency, safety and well-being of children in the agency's care.

The Case Aide is committed to practicing cultural competence by working respectfully and effectively with people of all races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances. The Case Aide supports and respects the dignity of all. The Case Aide commits to adhere to SCCS’ mission, vision and values.

**Required Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The required qualifications 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**: Associates Degree in Social Work, Counseling (non-school related), Psychology, Sociology, Criminal Justice, Child or Human Development and Family Studies required; At least one (1) case management experience in public child or family services agency required. Bachelor’s Degree 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 functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform.
- **Physical Demands**: The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly 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.
- **Licensing/Certification**: Social Worker Assistant (SWA) certification preferred.

**Supervisory Responsibilities**

- **Job Duties**

This position has no supervisory responsibilities.

**Other Qualifications**

- Incumbent is required to travel to/from Agency meetings within the County and State as directed by his/her chief supervisor.
- Incumbent must also adhere to agency policies that address these topics.

**Additional Information**

- 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.
### Job Duty Name: Essential Job Duties and Responsibilities

- Coordinates and works closely with other community service providers, i.e., doctors, therapists, schools and co-workers on caseload; Coordinates or provides transportation for children to doctors, school, therapy and community services.
- Teaches parents basic parenting skills, child development, rearing, discipline and age-appropriate parent/child interaction.
- Assists Child Welfare Caseworkers and/or Supervisors with the coordination of school and/or camp registrations and other related duties.
- Arranges, coordinates and/or supervises visitation at the Family Interaction Center, Family Enrichment Center, or relative/caregiver homes; Teaches parents basic parenting skills, child development, rearing, discipline and age-appropriate interaction. Ensures safety of children during family interactions; Facilitates/mediates communication between parents and caregivers as needed/directed.
- Works with clients to obtain case related information and/or completion of forms; Delivers agency communications to clients and caregivers as needed/directed.
- Assists in the delivery of resources/goods to clients at the direction of the CW Caseworker and/or supervisor; Donated and purchased goods; Promotes cleanliness and assists with the sterilization of toys.
- Accesses Statewide Automated Child Welfare Information System (SACWIS) and enters information, as needed duties; Extracts information and inputs activity logs, as needed; Gathers data and completes statistical reports and demographic data as requested by supervisor or chain of command.
- Scans case-related material into Electronic Document Management System (EDMS) (aka Traverse) and notifies newly scanned material, when appropriate.
- Performs oral swabs and documents appropriately, as directed.
- Works collaboratively with the Legal Department to prepare a position description and other documentation required for court dispositions; Finalizes hearings, trials, or other required events; Acts as an advocate for the children and families involved.
- Supports other units/departments as needed; Available for Case Aide duties in all Social Service and Social Services departments as required/directed by chain of command.
- Attends 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 base 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 as required.
- Adheres to all agency policies and procedures, including but not limited to Professional Ethics and Conflict of Interest policies.

### Core Competencies

- **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.
- **Communication** – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Questions as appropriate to clarify; Participates in meetings. Writes clearly and informatively; Varies writing style to meet needs; Able to work with a diverse group.
- **Customer Service** – Manages challenging or emotional client and employee situations; Responds promptly to customer and co-worker needs; Solicits feedback on service and assistance.
- **Dependability** – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Follows instructions, responds to management direction; Takes responsibility for own actions; Completes tasks on time or notifies appropriate person with an alternate plan; Follows policies and procedures; Meets productivity standards; Completes work in a timely manner.
- **Ethics** – Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organization’s Code of Ethics, regardless of licensure.
- **Innovation** – Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improvements; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others’ attention.
- **Interpersonal Skills** – Focuses on solving conflict, not blaming; Listens to others without interrupting; Keeps emotions under control; Shows respect and sensitivity for cultural differences.
- **Planning/Productivity** – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Develops realistic action plans; Meets productivity standards; Completes work in a timely manner; Strives for productivity.
- **Problem Solving** – Identifies and resolves problems in a timely manner; Gathers and analyzes information skilfully; Works well in group problem solving situations; Uses reason even when dealing with emotional or political stakes.
- **Safety and Security** – Determines appropriate action beyond guidelines; Reports potentially unsafe condition materials properly.
- **Teamwork** – Balances team and individual responsibilities; Exhibits objectivity and openness to others’ views; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build commitments to goals and objectives; Supports everyone’s efforts to succeed.
- **Quality** – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote excellence; Monitors own work results.

### Requisition Details

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Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Do you have an associate's degree in Social Work, Counseling (non-school related), Psychology, Sociology, Criminal Justice, Child and Family Development and Family Studies?
   - Yes
   - No

2. * Do you have a bachelor's degree?
   - Yes
   - No

3. * How many years experience do you have working in a child welfare or other similar agency?
   - 0-1
   - 2-3
   - 3 or more

4. * 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)

5. * Are you related to anyone on the Board of SCCS or anyone employed by SCCS or Summit County? If yes, please give name and relation "No" (Open Ended Question)

6. * Have you ever had any involvement with Summit County Children Services or any other child welfare system in any capacity? Please answer questions below and provide explanation if applicable. As a child? As an adult? As a caregiver/provider? Other? If yes, please provide relevant information including the State/County where involved (please note that SCCS will conduct a comprehensive Child Welfare Background Check to verify (Open Ended Question)

7. * 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 provide dates and explanations. If no, please enter "No" (Open Ended Question)

8. * 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)

9. * What is your driver's license number? If you do not possess a driver's license, please enter "N/A". (Open Ended Question)

10. * 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)

11. * What is your driver's license number? If you do not possess a driver's license, please enter "N/A". (Open Ended Question)

12. * Do you have a State of Ohio and/or SACWIS identification number? If so, please provide below. (Open Ended Question)

Documents Needed to Apply

Required Documents
1. Resume
2. Cover Letter

Optional Documents