



COUNTY OF SUMMIT, OHIO

SUMMIT

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SWA/SSA

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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 all forms of 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, child care providers, community services, families and relatives to ensure the permanency, safety and well-being of children with whom they work.

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 abilities. The Case Aide respects and preserves the dignity of all. The Case Aide commits to adhere to SCCS’ mission, vision and values.

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
 Associates Degree in Social Work, Counseling (non-school related), Psychology, Sociology, Criminal Justice, Child Development or Human Development and Family Studies required; At least one (1) case management experience in public 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 performing the major functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions of this job.

While performing the duties of this job, the employee is regularly 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 major functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions of this job.

While performing the duties of this Job, the employee is regularly required to: sit; use hands to manipulate objects; reach; stand; walk; use 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 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 focus.

Social Worker Assistant (SWA) certification preferred.

Licensing/Certification
 Incumbent must possess a valid State of Ohio drivers’ license with no more than eight (8) points on his/her driver’s license. Incumbent must also possess a valid 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.

Additional Information
Other Qualifications
 Incumbent is required to travel to/from Agency meetings within the County and State as directed by his/her supervisor. Travel requires the use of a vehicle insured in the incumbent’s name, unless a County-owned vehicle is provided. Personal vehicles must be in good working order and must be able to 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 of the Agency.

Job Duties

Job Duty Name	<p>Essential Job Duties and Responsibilities</p> <ul style="list-style-type: none"> · Coordinates and works closely with other community service providers, i.e., doctors, therapists, schools and children on caseload; Coordinates or provides transportation for children to doctors, school, therapy and community. 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 etc. · Arranges, coordinates and/or supervises visitation at the Family Interaction Center, Family Enrichment Center, in-home or relative/caregiver homes; Teaches parents basic parenting skills, child development, rearing, discipline and interaction. Ensures safety of children during family interactions; Facilitates/mediates communication between parent and caseworkers. · Works with clients to obtain case related information and/or completion of forms; Delivers agency communication to caregivers as needed/directed. · Assists in the delivery of resources/goods to clients at the direction of the CW Caseworker and/or supervisor; Prepares, donates 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; 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.
Description of Job Duty	<ul style="list-style-type: none"> · 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 testimony and other documentation required for court dispositional hearings, trials, finalization hearings, or other required hearings; Represents the Agency's position in court. · Supports other units/departments as needed; Available for Case Aide duties in all Social Service and/or Social Work departments as required/directed 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 base supervisor/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 in the National Association of Social Workers (NASW) Code of Ethics, regardless of licensure. <p>*Other related duties may be assigned.</p>

Job Duty Name	<p>Core Competencies</p> <p>To perform this job successfully, an individual must demonstrate the following competencies:</p> <ol style="list-style-type: none"> 1. Adaptability – Adapts to changes in the work environment; Manages competing demands; Changes approach to 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; Asks pertinent questions; Participates in meetings. Writes clearly and informatively; Varies writing style to meet needs; Able to present information. 3. Customer Service – Manages challenging or emotional client and employee situations; Responds promptly to customer requests; 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; Meets deadlines and appointments on time. Follows instructions, responds to management direction; Takes responsibility for own actions and goals and finalizes work duties; Completes tasks on time or notifies appropriate person with an alternate plan; Follows commitments; Follows policies and procedures. 5. Cultural Competency – Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Promotes 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 confidentiality; 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 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; 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 ego out of discussions; Remains open to others' ideas and tries new things; Approaches others in a tactful manner; Demonstrates insight into the behavior of others. 10. Planning/Productivity – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Develops realistic action plans; Meets productivity standards; Completes work in timely manner; Strives for productivity. 11. Problem Solving – Identifies and resolves problems in a timely manner; Gathers and analyzes information to develop alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional issues. 12. Safety and Security – Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Follows safety and security guidelines. 13. 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 rapport and trust; Committed to goals and objectives; Supports everyone's efforts to succeed. 14. Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote excellence; Meets quality standards.
Description of Job Duty	

Requisition Details

Requisition Details

Requisition Number	B-1012023-R
Working Title	SWA/SSA
Posting Type	External/Public Posting
Number of Vacancies	3
Advertised Salary	\$18.50 Per Hour
Open Date	07/27/2023

Close Date 09/29/2023

Open Until Filled No

Special Instructions Summary

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 Human 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 (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 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 give 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 (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 (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

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