



UNION COUNTY OHIO
invites applications for the position of:

Children Services Case Worker II

SALARY:	\$18.44 - \$27.66 Hourly
OFFICE:	Human Services
DEPARTMENT:	Social Services
OPENING DATE:	06/29/21
CLOSING DATE:	07/14/21 11:59 PM

DESCRIPTION:

Union County Human Services is now seeking a full-time Children Services Caseworker II to join our Children's Services U position works under general supervision of the Children Services Supervisor, Deputy Director or Director and provides case management services to abused, neglected and dependent children and their families; provides supportive services to and their families; evaluates the needs of children and families; recommends appropriate action and testifies on behalf of a prepares and compiles documentation used in agency record-keeping and court hearings; completes assessments for Adult Services (APS) as assigned. Candidates must be capable of passing a comprehensive pre-employment background investigation and drug screening.

QUALIFICATIONS:

An example of acceptable qualifications:

Possession of a Bachelor's Degree in one of the following or related fields: public administration, human services, psychology, criminology, human resources, social work, or education. Must have excellent verbal and written communication skills.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the County's vehicle insurance policy.

EQUIPMENT OPERATED:

The following are examples only and are not intended to be all inclusive: Motor vehicle, personal computer, laptop, iPad, application computer software, office phone system, printer, copy machine, fax machine, and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to possible injury due to unclean or unsanitary conditions; has contact with potentially violent or emotionally distraught persons; exposure to hazardous driving conditions; has exposure to potentially vicious animals; has exposure to bed bugs, lice, and insects; works in or around crowds; ascends and/or descends ladders, stairs, or scaffolds; has to work irregular hours.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

ESSENTIAL FUNCTIONS:

(1) Responds to reports of abuse, neglect, dependency and family in need of services of children; conducts face to face interviews with children, parents, alleged perpetrators and community members; completes required visits to families' homes; completes enforcement as necessary; completes all investigation activities within mandated timeframes; determines immediate safety and on an ongoing basis reassesses safety; provides parent education and training; works with co-workers and supervisor to establish least restrictive placement settings for children needing out of home placements; arranges and supervises visitation between children and guardians; prepares children for adoption as needed; completes home studies and recruits and maintains foster parents. Consistently and continually (e.g. at all times) represents the agency in a positive and professional manner and provides an internal and external customer service.

(2) Documents all work related activities in the Statewide Automated Child Welfare Information System (SACWIS) within established timeframes; completes additional reports as required such as Case Plans, Semi Annual Reviews, Status Reports, Safety Assessment, Family Assessments, etc.; attends and testifies in court hearings; participates in team meetings and advocates for least restrictive options for children.

(3) Participates in on-call duties as scheduled or assigned; completes APS work as assigned.

(4) Attends staff meetings and training sessions as required.

- (5) Maintains required licensures, certification, and continuing education requirements, if any.
- (6) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
- (7) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- (8) Performs other related duties as assigned.
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MINIMUM ACCEPTABLE CHARACTERISTICS:**Knowledge of:**

*Federal, state and local laws/rules pertaining to social services and specific to child protection; interviewing practices; child assessments; *child protection data system (SACWIS); *County, Department, and Division goals and objectives; *County, and Division policies and procedures; personnel rules and regulations; work place safety; office practices and procedures; grammar and spelling; intermediate level mathematics; case management; data entry; records management.

Skill in:

Word processing; computer operation; use of modern office equipment; data entry; calculator operation; organization; writing communication; customer service.

Ability to:

Carry out instructions in written, oral, picture or schedule form; deal with problems involving several variables within a family; recognize unusual or threatening conditions and take appropriate action; draw valid conclusions; interview others; prepare documentation; *maintain records according to established procedures; communicate effectively with a diverse public and audience; understand a variety of written and/or verbal communication; exercise independent judgment and discretion; act as a witness; compile and prepare reports; gather, collate, and classify information; develop and maintain effective working relationships with internal and external stakeholders; perform job safely; maintain a flexible schedule.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.unioncountyohio.gov/>

Position #00141
CHILDREN SERVICES CASE WORKER II
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