



UNION COUNTY OHIO
invites applications for the position of:

Children Services Case Worker III

SALARY:	\$21.33 - \$32.00 Hourly
OFFICE:	Human Services
DEPARTMENT:	Social Services
OPENING DATE:	12/29/20
CLOSING DATE:	01/12/21 11:59 PM

DESCRIPTION:

CLASS DESCRIPTION:

Union County is looking for a dedicated individual to join the children services unit as a Case Worker 3. Under general supervision of the Deputy Director or Director provides comprehensive training for Social Services Worker 2s and 1s; handles confidential and sensitive assessments and cases; acts as a supervisor for on-call and screening meetings; fills in for supervisors in their absence including temporarily supervising a unit; provides quality assurance reviews; provides casework and case management services to abused, neglected and dependent children and their families; provides supportive services to children and their families; evaluates the needs of children and families; recommends appropriate action and testifies on behalf of children; prepares and compiles documentation used in agency record-keeping and court hearings; completes assessments for Adult Protective Services (APS) as assigned

QUALIFICATIONS:

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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. Minimum three years of experience in the social services field. 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, applicable 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; has exposure to hazardous driving conditions; has exposure to potentially vicious animals; has exposure to bed bugs, lice, scabies and other 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:**ESSENTIAL FUNCTIONS OF THE POSITION:**

- 50% (1) Trains new or identified staff in all areas of children services work including on-going, intake, foster care, IV E and adoption. Orients and trains staff on court procedures. Communicates with management team on progress of trainees; Provides quality assurance reviews. Consistently and continually (e.g. at all times) represents the agency in a positive and professional manner and provides appropriate internal and external customer service.
- 30% Handles intake and on-going cases as assigned. Supervises Social Services workers in the absence of a supervisor including case conferences, documentation approval and discipline issues. Acts in a supervisory role for screening meetings. Documents 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 Assessments, Family Assessments, etc.; attends and testifies in court hearings; participates in team meetings and advocates for least restrictive and safe options for children.
- 10% (3) Participates in on-call duties as scheduled or assigned either as acting supervisor or as caseworker; completes APS work as assigned.

(4) Attends staff meetings and training sessions as required.
- 5% (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:

- 5% (8) Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS:

Knowledge of: *Federal, state and local laws/rules pertaining to social services and specific to child protection; interviewing practices; child safety assessments; *child protection data system (SACWIS); *County, Department, and Division goals and objectives; *County, Department, and Division policies and procedures; personnel rules and regulations; work place safety; office practices and procedures; business 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; oral communication; customer service.

Ability to: Carry out instructions in written, oral, picture or schedule form; deal with problems involving several variables within a familiar context; recognize unusual or threatening conditions and take appropriate action; draw valid conclusions; interview others; prepare accurate documentation; *maintain records according to established procedures; communicate effectively with a diverse public and professional audience; understand a variety of written and/or verbal communication; exercise independent judgment and discretion; act as an expert 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.

POSITIONS DIRECTLY SUPERVISED:

None.

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

Position #00110
CHILDREN SERVICES CASE WORKER III
BB

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