



**UNION COUNTY OHIO**  
invites applications for the position of:

## **Children Services Case Worker I**

**SALARY:** \$17.15 - \$24.85 Hourly

**OFFICE:** Human Services

**DEPARTMENT:** Social Services

**OPENING DATE:** 08/19/19

**CLOSING DATE:** 09/03/19 11:59 PM

### **DESCRIPTION:**

Union County is now seeking a Case Worker I to join the Children Services department. Under the general supervision of the Children Services Supervisor, Deputy Director or Director and offers support to caseworkers providing case management services to abused, neglected and dependent children and their families; provides supportive services to children and their families; transports children and families; supervises visits; evaluates the needs of children and families; prepares and compiles documentation used in agency record-keeping and court hearings.

### **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.

### **ESSENTIAL FUNCTIONS:**

40% (1) Assists caseworkers with responding to reports of abuse, neglect, dependency and family in need of services of children; assists caseworkers with conducting face to face interviews with children, parents, alleged perpetrators and community members; completes required visits to families' homes; completes referrals to law enforcement as necessary; provides transportation for families and children; arranges and supervises visitation between children and guardians; assists caseworkers with determining safety of children; provides parent education and training; provides primary case management on cases for caseworkers in their absence or as assigned; works with co-workers and supervisor to obtain least restrictive placement settings for children needing out of home placements; and completes home studies. 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.

40% (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 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; 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.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.co.union.oh.us>

Position #00060  
 CHILDREN SERVICES CASE WORKER I  
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