

CASEWORKER II – INTAKE

Wayne County Children Services is currently accepting applications for a Caseworker II position in our Intake Department.

Qualifications:

- Bachelor's Degree in Social Work or a related field required
- LSW/LISW or eligibility for licensure by the State of Ohio preferred, but not required
- Valid Ohio driver's license and acceptable driving record as defined by Agency policy
- Flexibility in daily routines
- Keyboard/computer literate
- **Position is on-call approximately two weeks per year. While on-call, employee must reside within a one (1) hour response time to all points in Wayne County. ****

Job Responsibilities include, but are not limited to: Under direction, provides direct service to clients, screens incoming referrals regarding child abuse/neglect, investigates allegations and provides short-term counseling, referral to other agency departments or initiates custody proceedings.

- Investigations
 - Ensure safety of child
 - Perform Risk Assessment according to established guidelines
 - Interview collateral sources, i.e. school personnel, baby-sitters, etc.
 - Screen calls
 - Provide recommendations/referrals to family
 - Prioritize calls and determine deadlines
 - Provide short-term case management
 - Check computer data-base and other sources for family information
 - After hours on-call in rotation with other caseworkers**
- Case Management
 - Visits with families in the home to perform risk assessments and make referrals
 - Meet with parents and foster parents
 - Staffing with supervisor and other agency personnel regarding cases
 - With attorney, prepare cases for court, attend hearings, and provide testimony
 - Transfer case to appropriate department for ongoing case management
 - Transport clients to and from appointments
- Administrative
 - Case dictation and SACWIS documentation
 - Complete forms and internal documents
 - Complete timesheet
 - Correspondence with clients, service providers, etc.
 - Participate in training opportunities
 - Attend training and meetings as assigned

Benefits include minimum hourly rate of \$17.19; LSW/LISW stipend; paid sick leave, vacation, personal time and holidays; OPERS; cell phone stipend; fleet of cars to use for work related transportation; health, dental, prescription, optical and life insurance; wellness program; on-call pay; flex hours. We are an equal opportunity employer.

Application must accompany resume and may be found on our website (www.waynecsb.org).

Mail, fax or email completed application & resume to:

Lisa Cygan, Human Resources Director

Wayne County Children Services

2534 Burbank Rd.

Wooster, OH 44691

Fax: 330-345-1282.

Email: Lisa.Cygan@jfs.ohio.gov

Applications will be accepted until the position is filled.

NOTE: Due to the volume of applications we receive, we are unable to take phone calls regarding this employment opportunity. Please be assured that your application and resume will be reviewed, and we will contact you if we wish to set up an interview.