

CASEWORKER II – INTAKE & ONGOING POSITIONS

Wayne County Children Services is currently accepting applications for Caseworker II positions in our Intake and Ongoing Departments.

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 services to families by investigating allegations of child abuse and/or neglect, completing risk assessments, providing counseling, making referrals and creating and monitoring case plans.

- Investigations
 - Ensure safety of child
 - Perform Risk Assessment according to established guidelines
 - Interview collateral sources, child and adults
 - Screen calls
 - Prioritize calls and determine deadlines
 - Provide short-term case management
 - Transfer cases to appropriate department for ongoing case management
- Case Management
 - Visits with families in the home to perform risk assessments, make referrals, monitor case plans
 - Ensure safety of children
 - 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
 - Prioritize calls and determine timelines
 - Check SACWIS and other sources for family information
 - After hours on-call in rotation with other caseworkers**
 - Transport clients to and from appointments
- Administrative
 - Case dictation and SACWIS documentation
 - Complete forms and internal documents
 - Prepare for and participate in Semi-Annual Administrative Reviews and Family Team Meetings
 - Time documentation
 - Correspondence with clients, service providers, etc.
 - Participate in training opportunities

Benefits include minimum hourly rate of \$16.85, depending on child welfare experience; 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 Resource 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 positions are 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.