



# Wood County Department of Job and Family Services

**Dave Wigent, Director**

1928 East Gypsy Lane Road, P.O. Box 679

Bowling Green, Ohio 43402

• Phone: (419) 352-7566 • Toll Free 1-888-282-1118 • Fax: (419) 353-6091

Board of County Commissioners-

*Doris I. Herringshaw, Ed.D • Craig LaHote • Dr. Theodore H. Bowlus*

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## PLEASE POST

## JOB OPPORTUNITY NOTICE

The Wood County Department of Job and Family Services is seeking qualified applicants to fill a vacant Protective Services Worker 3 position. Attached is the job description and qualifications required for filling this position.

Anyone interested in applying for this position may send their completed employment application\* and resume to:

Wood County Department of Job and Family Services, ATTN: Kelly Ziegler, 1928 E. Gypsy Lane Rd., P.O. Box 679, Bowling Green, Ohio 43402 by **Wednesday, June 19, 2019.**

The Wood County Department of Job and Family Services is an Equal Opportunity Employer.

\*Application can be downloaded at <https://www.co.wood.oh.us/commissioners/employment/default.html>

[www.jobsolutions.net](http://www.jobsolutions.net) • [www.co.wood.oh.us](http://www.co.wood.oh.us) • [www.woodcountyjfs.com](http://www.woodcountyjfs.com)

Reasonable accommodations will be attempted for any person who is disabled.

Requests must be made to this office twenty-four (24) hours prior to the time accommodations are required.





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## AGENCY VACANCY

TO: ALL PERSONNEL  
FROM: David Wigent

DATE: June 6, 2019

POSITION NUMBER: 30008.3  
SUPERVISOR: To Be Determined

STATUS: Classified, FLSA Non-Exempt  
WORKING TITLE: Protective Services Wkr. 3

PAY GRADE: 7

BASE PAY PER HOUR: \$21.24

### PURPOSE OF POSITION

The purpose of this position is to conduct investigations of reports of abuse, neglect or exploitation of adults and children, to assess the need for ongoing services with adult or families, and to provide comprehensive services to prevent, correct or discontinue condition or acts resulting from abuse, neglect or exploitation.

### ESSENTIAL FUNCTIONS

In addition to consistent and reliable attendance, the following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Refer to the Comprehensive Position Questionnaire (CPQ) for this position for percentages of time.

Assesses the overall safety of children and adults; conducts phone and in-person meetings with clients at the agency or in a public place; performs scheduled and unannounced home visits and at least one monthly face-to-face home visit with clients; conducts thorough home assessments by assessing the physical safety of a kinship home.

Responds to reports of abuse, neglect or exploitation; investigates situation, conducts interviews, and assesses safety and environmental hazards; calms irate adults and/or family members; requests emergency removal of individuals and places them in foster placement as needed; responds to after-hour emergency calls during on-call rotation.

Gathers information and fully documents all contact with clients, providers, relatives, law enforcement, Prosecutor's Office and/or others related to the case; completes applications; performs interviews; enters various case information into information databases; completes case documents and reports.

Determines eligibility of families participating in foster care system; initiates contact with families interested in becoming foster/adoptive parents; conducts safety audits; obtains references; ensures home meets requirements to certify a family as a foster home; performs home visits to monitor ongoing compliance.

Assist with emancipated youth cases; reviews available services; completes emancipated youth plans; meets with youth as needed to ensure maintenance of self-sufficiency; assists with obtaining and completing job applications; registering for classes, budgeting, etc.

Communicates with community resources to verify services and to assess the need for additional referrals; communicates with walk-ins to take Adult Protective Services reports and listen to concerns; files complaints; arranges for and coordinates all protective services; completes and directs referrals to the Prosecutor's Office, Probate Court and other agencies; communicates with providers; makes referrals.

Provides community outreach and education to local agencies, organizations and the general public; networks with other agencies/providers to learn about programs; trains new employees on all aspects of the job; assists with planning and implementation of agency functions; conducts presentations; recruits families to be foster/adoptive parents; conducts and coordinates trainers.

Attends and testifies at meetings and court hearings.

Transports clients to and from visitation with their children and appointments; travels in and out-of-state to accompany clients entering or exiting agency custody.

**QUALIFIED APPLICANTS MUST APPLY NO LATER THAN: Wednesday, June 19, 2019 by 4:00 p.m.**

**Interested applicants must meet minimum qualifications, and be eligible by promotion, lateral transfer, and/or reachable by Department of Administrative certification rules. SUBMIT INTEREST IN LETTER FORM, THROUGH YOUR SUPERVISOR, TO KELLY ZIEGLER, PERSONNEL OFFICE.**

**MINIMUM QUALIFICATIONS:** Bachelor's degree in social science or behavioral science (degree in social work preferred) or any equivalent combination of education, and experience that provides the requisite knowledge, skills, and abilities for this job. Valid driver's license required.

ALL QUESTIONS CONCERNING THIS POSTING AND THE RELATED JOB DUTIES SHOULD BE DIRECTED TO KELLY ZIEGLER, PERSONNEL. SHE WILL RESEARCH THE ANSWER AND BOTH THE QUESTION AND ANSWER WILL BE POSTED NEXT TO THIS JOB POSTING. QUESTIONS WILL BE ACCEPTED THROUGH Tuesday, June 18, 2019.

[www.jobssolutions.net](http://www.jobssolutions.net) • [www.co.wood.oh.us](http://www.co.wood.oh.us) • [www.woodcountytjfs.com](http://www.woodcountytjfs.com)



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