

JOB OPPORTUNITY

OTTAWA COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES

CLASSIFICATION: Social Service Worker 2 (30132) POSITION CONTROL NUMBER: 30007.0

PAY RANGE: \$14.44 to \$18.20 per hour, plus on-call when applicable

DIVISION: Child and Adult Protective Services

JOB LOCATION: 8043 W. SR 163, Suite 200 Oak Harbor, Ohio 43449

HOURS OF WORK: 8:00 am to 4:30 pm, with evening or weekend hours for home visits 5-10 times per month; rotating on call 24/7; overtime or flexible scheduling as needed

APPLY BY SENDING RESUME TO: Ottawa County Department of Job and Family Services
8043 West S. R. 163 - Suite 200
Oak Harbor, OH 43449
Attention: Laura Martin

THIS POSITION IS: Permanent Full-Time Within Bargaining Unit Classified

JOB DUTIES:

Provides adult and child welfare crisis intervention services to families by receiving referrals from professional and non-professional persons, conducting abuse and neglect investigations by interviewing clients, conducting home visits and gathering evidence relative to the case. Completes risk assessment matrix and makes determinations where custody is indicated, acts as a representative of the agency by signing the complaint and testifying in court. Prepares social histories and court documents, completes forms and writes reports as required by law and/or executive orders. Conducts visits with foster children and substitute care providers, and transporting foster children, when needed. Recruits and coordinates potential adoption placements and processes paperwork and court activity to finalize adoptions. Monitor foster home licensure and training requirements. Define and establishes individual treatment goals and needs for continuing services which may include nursing home placements, other community based services as well as assisting the elderly in securing medical, mental health, rehabilitation, legal and transportation services. Maintain reliable & predictable attendance. Driving is a requirement of this position, and travel can be expected out of county, 5-10 times per month.

Provides on-going protective services to families, conducts home visits, gathers facts necessary to complete family assessments and write case plans, review summaries and correspondence. Completes reports, forms and case documentation. Maintains cases in good order with up to date information. Coordinates and refers to community resources to assist in service delivery. Engages in case work counseling to assist clients in understanding personal and family strengths and dysfunction. Monitors progress of case plan with the family and community resources. Acts as a designated representative of the agency on treatment teams. Assists with intake and screening functions of agency.

Attends conferences, seminars and training sessions to enhance knowledge of theories and techniques, rules and regulations affecting work tasks in child welfare.

Assigned on-call status on a rotating basis, both evenings and weekends to accept and respond to intakes received 24/7. Performs other duties as required.

MINIMUM QUALIFICATIONS:

1. Bachelor degree in human service related studies; OR
2. Bachelor degree in any field and at least two years experience in any human service occupation; OR
3. Associate degree in human service related studies; OR
4. Five years experience in human service related work.

Note: if qualified under options 2, 3, or 4, then individual must obtain job related bachelor degree within five years of hire for this position.

AND

- One year of experience as a Social Services Worker 1, and a valid driver's license
- OR completion of graduate core coursework in behavioral science, social science, early childhood development, education or related fields and a valid driver's license;
- OR completion of undergraduate major core coursework or two years technical training in behavioral science, social science, early childhood, education, and one year experience in similar position as SSW1 or working with children/adults in need of or receiving protective services, or handling adoptions, or counseling persons with abuse/neglect, AND a valid driver's license;
- OR two courses in adult psychology one of which in the area of gerontology or twelve months experience, two courses, or twelve months experience in child psychology, two courses in social welfare or other sociology related topics or twelve months experience with two courses or twelve months experience in counseling; also requires one year experience in a position similar to SSW1 or working with children/adults in need of or receiving protective services and a valid driver's license
- OR combination of education, training and/or experience in amount equal to the minimum qualifications stated above

An aptitude and/or proficiency test may be given as part of the interview process. Within two years of hire, must complete state approved 90 hours of CORE Child Welfare training requirements, and continue to meet Ohio Revised Code requirements for ongoing training on an annual basis.

The Ottawa County Department of Job and Family Services is an Equal Opportunity Employer, and does not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, marital status, ancestry, disability or veteran status.