

JOB OPPORTUNITY
OTTAWA COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES

CLASSIFICATION: Social Service Worker 2 /30132 POSITION CONTROL NUMBER: 30008.0

PAY RANGE: \$14.94 to \$18.70 per hour, plus hourly supplement for completion of Bachelor Degree, completion of CORE training requirements, completion of probationary status and on-call pay when applicable

DIVISION: Child and Adult Protective Services SUPERVISOR: Kelly Pape

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

HOURS OF WORK: 8:00 a.m. to 4:30 p.m., on call 24/7 on rotating basis; overtime as needed

APPLY: Ottawa County Department of Job and Family Services
8043 West S. R. 163 - Suite 200
Oak Harbor, OH 43449

For Internal Applications
Pick up and Return to: Laura Martin

DATE POSTED: 4/25/2019 DEADLINE: 5/17/2019 4:00 p.m.

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 intakes and/or investigations by interviewing clients, conducting home visits and gathering evidence relative to the case. Interviews, using a variety of methods, applicants, callers and home provider, medical providers, etc., to gather information regarding social services, reports of abuse/ neglect of children and/or adults. Collect information/data and establish facts, assess safety and risk of alleged victim, and communicate to supervisor.

Define and establishes individual 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. Maintains accurate records and documentation of activities and communication in written and in software (i.e., Microsoft Office, SACWIS, ODAPS, etc.) within month of service provision.

Advises consumer of available agency services and/or makes referrals to appropriate in-house or community programs and services for supportive, educational & employment-related services. Acts as consumer advocate in connecting & obtaining available services. Interviews, provides & coordinates provision of social & supportive services for those referred by local service agencies, law enforcement, courts, Children's Services & others. May determine eligibility for PRC, ESSA and other specialized programs.

Provides on-going protective services to adults or 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. Acts as a designated representative of the agency on treatment teams. Assists with information and referral function of agency.

Attends conferences, seminars and training sessions to enhance knowledge of theories and techniques, rules and regulations affecting work tasks in adult protection and/or child welfare. Performs other duties as required.

MINIMUM QUALIFICATIONS:

12 months experience in current position within the bargaining unit; **AND**

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

Under Ohio Revised Code 5153.111, no public children services agency may employ a person responsible for the care, custody of control of a child if that person has previously been convicted of or pleaded guilty to any of the following:

2903.01, 2903.02, 2903.03, 2903.04, 2903.11, 2903.12, 2903.13, 2903.16, 2903.21, 2903.34, 2905.01, 2905.02, 2905.05, 2907.02, 2907.03, 2907.04, 2907.05, 2907.06, 2907.07, 2907.08, 2907.09, 2907.21, 2907.22, 2907.23, 2907.25, 2907.31, 2907.32, 2907.321, 2907.322, 2907.323, 2909.02, 2909.03, 2911.01, 2911.02, 2911.11, 2911.12, 2919.12, 2919.22, 2919.24, 2919.25, 2923.12, 2923.13, 2923.161, 2925.02, 2925.03, 2925.04, 2925.05, 2925.06, or 3716.11 of the Revised Code, a violation of section 2905.04 of the Revised Code as it existed prior to July 1, 1996, a violation of section 2919.23 of the Revised Code that would have been a violation of section 2905.04 of the Revised Code as it existed prior to July 1, 1996, had the violation occurred prior to that date, a violation of section 2925.11 of the Revised Code that is not a minor drug possession offense, or felonious sexual penetration in violation of former section 2907.12 of the Revised Code;

An aptitude and/or proficiency test may be given as part of the interview process. Within ONE year of hire, employee must complete 120 hours of state approved Child Welfare CORE training requirements, and 36 hours of state approved training annually thereafter.

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.