MIAMI COUNTY JOB AND FAMILY SERVICES

JOB ANNOUNCEMENT

JOB TITLE: Child Welfare Caseworker 1 (Ongoing Unit) Pay: $17.96

JOB RESPONSIBILITIES:
Maintains caseload of children/families who have entered foster care or who are under protective supervision providing case management. Facilitates supportive services coordinates in home activities as required by state mandates, makes home visits, provides transportation as needed, assesses needs of families. Facilitates out of home placements/foster placements. Implements and monitors safety plans, completes all mandated paperwork including the development of case plans/family service plans and case plan amendments. Performs necessary legal functions, filing motions and complaints, provides case summaries for court hearings, interviews witnesses for trial and participates in trail preparation. This position may manage an Ohio Start caseload working with families who are drug and/or alcohol addicted. This position is required to perform after hours (on-call) duties to respond to emergency calls.

MINIMUM QUALIFICATIONS:

Completion of Bachelors degree in Social Work or a social service related field.

Must possess a valid driver's license, be able to drive and operate a motor vehicle and must be insurable

METHOD OF APPLICATION AND DEADLINE: All interested applicants may acquire an application at Ohiomeansjobs Miami County, 2040 North County Road 25-A, Troy, OH 45373 between the hours of 7:00 a.m. to 6:00 p.m. Monday and 8:00 a.m. to 5:00 p.m. Tuesday through Friday. Applications may also be accessed through the Miami County web site at www.miamicountyohio.gov. Applications must be submitted via the website or returned to the above address by 5:00 p.m. Friday, January 22, 2021.

MIAMI COUNTY JOB AND FAMILY SERVICES IS ACCESSIBLE TO THE DISABLED

MIAMI COUNTY JOB AND FAMILY SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER

POSITION DESCRIPTION

MIAMI COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES

DEPARTMENT
CHILD PROTECTIVE SERVICES

USUAL WORKING TITLE OF INDIVIDUAL
Child Welfare Caseworker 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
36000.0 Child Welfare Caseworker 3

NORMAL WORKING HOURS (EXPLAIN UNUSUAL OR ROTATING SHIFT) FROM: 8:00 AM TO: 5:00 PM

POSITION CONTROL NUMBER
36001.0

CLASS TITLE
Child Welfare Caseworker 1

CLASS NUMBER
17311

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	JOB DUTIES IN ORDER OF IMPORTANCE	MINIMUM ACCEPTABLE CHARACTERISTICS
65	Maintains caseload of children/families who are under protective supervision or who have entered the foster care system; facilitates and supervises visits as needed, when child is not in the parental home; provides crisis intervention for families; adequately and appropriately assesses needs of families; helps families develop problem solving and parenting skills; role models with families; inspects housing conditions, food supply and clothing; coordinates and participates in treatment team meetings; develops behavior modification charts for families; requests updates from service providers; provides updates and information to parties of the individual cases; enrolls and withdraws children from school; attends school related meetings; facilitates out of home placements and physically moves children; facilitates foster placements; makes referrals for other agency services; maintains contact with Juvenile Court; attends therapy sessions when requested; assesses level of risk/safety threat; implements and monitors safety plans; urine/oral swab collection of drug screens.	**Knowledge of**: (1) interviewing; (2) departmental policies and procedures; (3) client training and development; (4) public relations; (5) court filing procedures; (6) records management; (7) case management; (8) Federal, State and Local laws regarding abuse;(9) Police procedures regarding removing a child from a home; (10)writing and filing legal documents; **Skills in**: (11) Typing (12) Organization (13) Oral communication; (14) computer operation.
25	Completes mandated paperwork; develops case plans/family service plans with the family; case plan amendments; maintains running record and other dictation to within one month; maintains case files in Traverse; schedules and participates in 90 day reviews, SAR's and treatment team meetings; utilizes SACWIS. Performs necessary legal functions; completes appropriate forms for filing case plans, amendments, motions, complaints, Agreed Entries, ex-parte, subpoenas, and requests for services; obtains necessary signatures for Agreed Entries case plans, and amendments; file charges with Court; provides agency attorney with case summaries for court hearings; participates in trial preparation; interviews witnesses for trial and reports information to attorney; makes mandated efforts to find missing parties; attends and testifies in court hearings.	**Ability to**: (15) Write case notes; (16) Work with children; (17) Evaluate situations/danger;(18) define problems, collect data, establish facts, and draw valid conclusions.
10	Attends training, as mandated; attends and participates in Unit and general staff meetings. Performs other related duties as required. Employee is on 24-hour call for rotating time periods. This position may be assigned after hour calls from law enforcement officers and court officials, or supervisor due to short staffing which would require transportation for immediate response. Must be able to move quickly and easily in tight places. Employee may come in contact with contagious diseases from clients both in house and doing home visits. Could be subjected to unclean and unsanitary conditions when doing home visits, with a possibility of blood borne pathogens. Must have a valid Ohio Drivers License. Could be required to lift a maximum of 50 lbs. during an emergency situation.	Must demonstrate regular and predictable attendance.

LIST POSITION NUMBERS & CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
None	Teresa Brubaker, Director	1/11/21