

CHILD PROTECTIVE SERVICES ONGOING WORKER

The Shelby County Department of Job & Family Services is looking for a highly motivated individual to fill a vacancy in its Children Services Division. The selected individual will be responsible to work closely with families where child abuse and/or neglect have occurred.

ESSENTIAL DUTIES:

- Receives and investigates claims of abuse and neglect of children and/or older adults AND/OR maintains caseload of children/families who have previously been determined to require the protective assistance of the services of the agency (i.e., ongoing clients) as determined appropriate AND/OR manages caseload of foster care and/or adoption assessment and placements. Recruits and licenses agency foster/adoptive homes for the agency.
- Meets procedural deadlines. Processes cases, changes, case notes, and other paperwork as required.
- Prepares assigned cases for administrative or judicial procedures as required.
- Testifies in court as required.
- Serves as on-call social service worker (e.g., on weekends, holidays, after business hours).
- Utilizes computer programs for the tracking and maintenance of cases.
- Serves on internal/external committees and attends various agency meetings.
- Presents public education programs.
- Attends related training, conferences, and meetings as assigned. Stays current on program regulations, policies, and procedures.
- All other duties as assigned.

MINIMUM QUALIFICATIONS:

- A bachelor's degree in human services related studies, or
A bachelor's degree in any field and have been employed for at least two years in a human services related occupation.
- 1-2 years experience working in Child Welfare with completion of Ohio CORE Training.
- Must have the ability to professionally deal with difficult clients in adverse situations.
- Must be detail oriented, have strong organizational skills and excellent typing and computer skills.
- Must have excellent verbal and written communication skills including telephone etiquette and interviewing techniques sufficient to obtain additional information from customers.
- Must be able to multi-task.
- Must work cooperatively with other staff and community service providers.
- Must be available for occasional overnight travel.
- Must be able to bend, stretch, reach, and occasionally lift up to 40 pounds.
- Must possess a valid driver's license.

- Must possess the ability to make home visits into homes that may contain unsanitary conditions, steps, hills, uneven walking paths, and/or pets.
- Must possess the ability to make home visits in adverse weather conditions

A complete job description and online application is available on our website:
www.shelbycountyjfs.org

Interested individuals should submit a resume and completed application to:

Patricia Raymond-H.R. Administrator
Shelby County Department of Job and Family Services
227 S. Ohio Ave.
Sidney, OH 45365

Only selected individuals will be interviewed.

*Salary commensurate with experience and education

Shelby County Department of Job and Family Services is an Equal Opportunity Employer