



POSITION AVAILABLE:

Social Service Worker 4

POSTING DATE: Wednesday, December 21, 2022
DEADLINE TO APPLY: Open until filled

DEPARTMENT: Job & Family Services / Child and Adult Protective Services
LOCATION: Ravenna, OH
WORKING HOURS: 8:00 am - 4:30 pm, 8:30 am – 5:00 pm or 9:00 am - 5:30 pm Monday-Friday or 7:00 am – 5:30 pm Monday-Thursday or Tuesday-Friday

SALARY: \$22.45/hr.
FLSA STATUS: Classified, non-exempt

JOB OBJECTIVES:

Under the direct supervision of a Child and Adult Protective Services Supervisor, performs investigations/assessments of child/elder abuse and neglect referrals and determines what type of protective/placement and/or services are needed. Incumbent is responsible for establishing individual or family case/permanency case plans with clients, specifying goals and objectives for the client, child and his/her family and securing and monitoring placement providers.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Social Work, Human Development or another social service field required. Paid experience providing services to children and/or to persons 60 years of age or older preferred. Must possess a valid Ohio driver's license and maintain continuing eligibility under the existing County driver eligibility standards.

EXAMPLE OF DUTIES:

Perform initial assessment investigations on child abuse and neglect referrals. Determine if child/children are at risk and what type of protective/placement and/or support services are needed. Make emergency removals, protective services assessments, and provides on-going protective/placement services to families. Complete the Comprehensive Assessment Planning Model - Interim Solution (CAPMIS) tool and develop safety assessments, family assessments, safety plans, case plans, etc. Create family case/permanency case plans with clients, specifying goals and objectives for the child and his/her family. Provide intensive case management and supportive service, both on an individual and family basis, to the child, natural family, foster family and/or significant others when applicable. Respond to emergency and crisis situations involving families and children both efficiently and effectively. Receive reports of child and elder abuse and neglect through the abuse hotline. Ability to screen information and prioritize reports to determine if further investigation is appropriate according to State mandates. Monitor and participate in the evaluation of support services to include collateral contacts with schools, law enforcement agencies, health care personnel, community, and Juvenile Court authorities. Monitor court-ordered supervised visits between child and family members. Initiate and maintain case records, dictation, including preparation of required forms, case narratives, correspondence, and case documentation. Testify in court proceedings and/or prepare and file court-required documents, as required. Perform initial assessments and investigations concerning elder abuse, elder neglect, or elder exploitation, as defined by ORC 5101.62 for persons 60 years of age or older. Provide initial crisis intervention/protection and counseling to Adult Protective Services (APS) clients and arranges for treatment services and supportive services goals. Petition the county Probate Court to include testifying concerning safety and/or competency hearings when necessary. Assist APS clients and/or their community-based service agency for admission to medical treatment centers, adult foster care, or nursing homes. Maintains caseload of Interstate Compact Cases. Supports foster families in the foster home licensing process and maintains caseload of foster families that are licensed by the agency. Recertifies licensed foster homes and takes necessary actions when support, interventions and violations are necessary. Upon receipt of placement referrals, secures placement for youth that have open cases with Child Protective Services. Monitors all placement providers licensed and contracted by Portage County Job and Family Services. In the absence of the full-time after-hours CARES worker, participates in child welfare after-hours, providing initial investigation and crisis intervention on after-hours, weekend and holiday child abuse and neglect referrals. Adhere to State required mandates and submit required documentation in required timeframes. Enter/retrieve data from automated computer (State, Court Systems). Participate in various agency required meetings (Family Team Meetings, Prosecutor meetings, Unit meetings, etc.). May organize or participate in child/elder workshops. Make speeches to the general public and social services agencies. Keeps current in areas of responsibility by attending skill development conferences, seminars, or State-sponsored programs related to Federal, State laws, rules, and regulations.

HOW TO APPLY:

- **THE COUNTY APPLICATION FORM IS REQUIRED** WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: <https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- APPLICATIONS CAN BE FAXED, EMAILED OR MAILED:

PORTAGE COUNTY HUMAN RESOURCES
449 S. MERIDIAN STREET, 7th Floor
RAVENNA, OHIO 44266

EMAIL: HRD@PORTAGECO.COM / FAX: 330-298-4225

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