



## POSITION AVAILABLE:

### Social Service Worker 2

**POSTING DATE:** Friday, February 11, 2022  
**DEADLINE TO APPLY:** Open until filled  
**DEPARTMENT:** Job & Family Services  
**LOCATION:** Ravenna, OH  
**WORKING HOURS:** 8:00 a.m. to 4:30 p.m., 8:30 a.m. to 5:00 p.m. or 9:00 a.m. to 5:30 p.m. Monday-Friday.  
**VACANCIES:** 2  
**SALARY:** \$16.16/hr.  
**FLSA STATUS:** Classified, non-exempt

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#### JOB OBJECTIVES:

Under the direct supervision of a PCSA Supervisor, assists PCSA staff by providing at-home and in-office services to assigned families to ensure compliance with reunification plans. Incumbent is also responsible for providing educational and parent training services and maintaining regular contact with PCSA staff regarding visitation and at-home services.

#### MINIMUM QUALIFICATIONS:

High School diploma or GED required, Associate degree in related field preferred. Must also have a valid Ohio driver's license in accordance with County policy and motor vehicle liability insurance.

#### EXAMPLE OF DUTIES:

Assist PCSA case staff by providing at-home and in-office services to assigned families so that they are in compliance with reunification plan & avoid juvenile court intervention to include: monitoring of visitation, including the initial placement visit when child comes into agency custody (i.e.: schedules visits in compliance with court order or case staff needs, observes parent & child interaction, ensures visitations proceed smoothly, determines from observations if child(ren) is adjusted to placement). Provide educational and parent training services (i.e.: drives to family's home in own or agency vehicle, observes home environment & familial interactions, engages parents in activities to improve parenting skills). Maintain regular contact with case staff regarding visitation & at-home services (e.g.: uses case information to ensure proper precautions are taken during visitations, reports observations of & activities with families and their progress with relevant portions of their case plan, makes appropriate staff & supervisors aware of concerns or issues noted in the family). Make appropriate referrals to other service providers or areas of the agency. Transport family members as needed or assigned. Complete routine forms regarding observations and activities. Maintains files to include activity case notes, documentation & verifications as required. Testify in court as subpoenaed or assigned. Perform variety of support functions to assist staff related to children in placement care (e.g.: enters information relative to placement (i.e.: open case court documentation, medical/education information, foster/adoption & Kinship home studies), typing of routine correspondence & forms, filing, processing of forms & court orders, running daily court journal entries, copying, & answering general inquiries on the phone & in person). Assist with the coordination of meetings.

#### 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, 7<sup>th</sup> Floor  
RAVENNA, OHIO 44266

EMAIL: [HRD@PORTAGECO.COM](mailto:HRD@PORTAGECO.COM) / FAX: 330-298-4225

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