

**Miami County Children's Services Board  
Job Announcement**

**Job Title:**

Caseworker I -Intake  
Full-time (40 hours per week), varied working hours

**Qualifications:**

Completion of Bachelor's Degree in social work or related field. Must possess a valid Ohio driver's license.

**Job Responsibilities:**

See Position Description

**Method of Application and Deadline:**

All interested persons must submit a written resume and application to Miami County Children's Services, Attention: Carol McDonald, 510 W.Water Street, Suite 210, Troy, Ohio.

**Miami County Children's Services  
is an Equal Opportunity Employer**

**MIAMI COUNTY**  
An Equal Opportunity Employer  
**POSITION DESCRIPTION**

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<b>Agency:</b>	Children's Services Board	<b>Employee Name:</b>	
<b>Class Title:</b>	Child Welfare Caseworker I	<b>Position Title:</b>	CW Caseworker I Alternative Response
<b>Class Number:</b>	17311	<b>Position Number:</b>	
<b>Dept./Div.:</b>	Children's Services	<b>Reports To:</b>	Caseworker 3
<b>Unit:</b>	Intake	<b>Pos. # of Supvr.:</b>	

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**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

JOB DUTIES in order of importance

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 use 12101:

65% (1) Work with families at risk of child maltreatment, screened in to alternative response pathway, as partners to identify family strengths, needs, and risks or concerns that are interfering with child safety, healthy child development, and/or family stability and well-being. Use standardized tools and protocols to assess and document safety and risk. Create individualized service plans and/or case plans with identified goals in partnership with family and build objectives toward achieving goals. View family strengths and needs holistically and make appropriate service and support recommendations based on assessments and established goals. Facilitate family's ability to meet goals through engagement, communication, support, and connections to services. Implement crisis intervention as needed; may require work during non-traditional hours.

Knowledge of: (133), (143), (263),\* (351), (381), (422), (510), (515), (516), (532)  
Skill in: (958)  
Ability to: (611), (614), (652), (654), (661), (684), (745), (746)

25% (2) Completes mandated paperwork; develops family service plan, safety assessments and family assessments; maintains activity logs in SACWIS; completes monthly caseload report; organizes and maintains case files; completes safety assessment and family assessment within CAPMIS timelines, as mandated; completes custody packets, as needed; completes computer forms.

Knowledge of: (263),\* (422), (510)  
Skill in: (905), (910)  
Ability to: (611), (614), (652), (654), (657), (661), (684), (724), (745)

10% (3) Performs miscellaneous duties; participates, as requested, on agency committees; attends training, as mandated; attends and participates in Unit and general staff meetings; provides transportation, as needed; supervises visits at the agency, when necessary; remains available 24 hours per day, seven (7) days per week to service own caseload; safeguards confidential information at all times; performs other duties as assigned. (Includes possible initiating of traditional response cases, if necessary.)

Knowledge of: (122), (263)\* (381), (406), (422), (510)  
Skill in: (905), (910)  
Ability: (611), (614), (652), (654), (657), (661), (683), (684), (724), (745)

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Unit:	Intake	Pos. # ofSupvr.:	

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(4) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions; must demonstrate regular and predictable attendance.

**OTHER DUTIES AND RESPONSIBILITIES:**

Performs other related duties as required.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*indicates developed after employment)

Knowledge of: (122) interviewing; (133) client training and development; (143) intake procedures; (263) departmental policies and procedures;\* (351) investigation techniques; (381) public relations; (406) court filing procedures; (422) records management; (510) case management; (515) social services policies, programs, rules, and regulations; (516) federal and state coding standards; (532) sanitary practices.

Skill in: (905) computer operation; (910) use of modern office equipment; (958) motor vehicle operation.

Ability to: (611) define problems, collect data, establish facts, and draw valid conclusions; (614) exercise independent judgment and discretion; (652) complete routine forms; (654) prepare accurate documentation; (657) compile and prepare reports; (661) use proper research methods to gather data; (683) conduct effective interviews; (684) communicate effectively; (724) maintain records according to established procedures; (745) develop and maintain effective working relationships; (746) resolve complaints.

**POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:**

None.

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Signature of Agency Representative

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Date