

MIAMI COUNTY JOB AND FAMILY SERVICES

JOB ANNOUNCEMENT

JOB TITLE: Social Services Worker 2/Adult Protective Services
1 full-time position \$16.52 per hr

JOB RESPONSIBILITIES: Investigates claims of abuse, neglect or exploitation of older adults, and maintains caseload of adults who have previously been determined to require protective assistance. Home visits/field work included. Prepares cases for administrative or judicial procedures. Participates in actions to establish legal guardianship, including testifying in court as needed. Acts as the Healthchek and Pregnancy Related Services Coordinator. Also included in this position is establishing eligibility for cash, medical and food assistance. This position will maintain an ongoing public assistance caseload.

MINIMUM QUALIFICATIONS:

Completion of Bachelor's degree in social work or social service related field, plus relevant experience working with adults in need of adult protective services. Knowledge of and experience in determining eligibility for public assistance programs.

ADDITIONAL REQUIREMENTS:

This position requires excellent verbal and written communication skills with the ability to establish and maintain effective communication and working relationships with the public. You must have the ability to organize and prioritize your workload and the ability to do public speaking. Must be able to interpret public assistance rules and regulations and have computer/keyboarding skills. Must drive and operate a motor vehicle, be insurable and maintain a valid driver's license.

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 11, 2019.

**MIAMI COUNTY JOB AND FAMILY SERVICES IS
ACCESSIBLE TO THE DISABLED**

**MIAMI COUNTY JOB AND FAMILY SERVICES IS AN
EQUAL OPPORTUNITY EMPLOYER**