

MIAMI COUNTY JOB AND FAMILY SERVICES

JOB ANNOUNCEMENT

JOB TITLE: Child Welfare Caseworker 1
2 full-time positions

Pay Range: \$16.93-\$23.70

JOB RESPONSIBILITIES: Investigates claims of abuse and neglect and determines whether children are safe or in imminent risk of harm. Works with families at risk of child maltreatment, identifying family strengths, needs and risks or concerns that are interfering with child safety, healthy child development, and/or family stability and well-being. Uses standardized tools and protocols to assess and document safety and risk. Creates individualized service plans and/or case plans with identified goals in partnership with family and build objectives toward achieving goals. Implements crisis intervention as needed.

MINIMUM QUALIFICATIONS:

Completion of Bachelors degree in Social Work or a social service related field.

Must possess a valid driver's license, be able to drive and operate a motor vehicle and must be insurable

METHOD OF APPLICATION AND DEADLINE: All interested applicants may acquire an application at [Ohiomeansjobs Miami County](http://OhiomeansjobsMiamiCounty), 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, July 19, 2019.

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

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

MIAMI COUNTY
An Equal Opportunity Employer
POSITION DESCRIPTION

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Agency:	Job & Family Services	Employee Name:	
Class Title:	Child Welfare Caseworker I	Position Title:	CW Caseworker I
Class Number:	17311	Position Number:	
Dept./Div.:	Children's Services	Reports To:	CW Caseworker 3
Unit:	Intake		

JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

65% (1) Determines whether children are safe or in imminent risk of harm. Assesses allegations of abuse or neglect of children. 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 Writes, reviews, compiles and maintains accurate, up-to-date case management records. Establishes and maintains effective relationships with representatives of various social services agencies, boards, county officials, court officials, law enforcement, and other parties interested in children services. Develops collaborative relationships to provide team-oriented services and accomplish agency mission. Supports community activities that may have an impact on the agency.

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.

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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(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.

Yvonne B. B. B.
Signature of Agency Representative

4-29-19
Date