



CHAMPAIGN COUNTY

DEPARTMENT OF JOB & FAMILY SERVICES

Stacy Cox, MSW
Director

October 28, 2019

Dear Social Services Worker 2 candidate,

Thank you for your interest in our agency! Please find below a checklist of items to complete and submit for consideration of our open position of Social Services Worker 2. Included in this packet you will find a copy of the position posting, position description, functional job duties, Champaign County Department of Job and Family Services (DJFS) application and instructions/questions for the "Is this job for me?" video.

- Cover letter
- Resume
- Completed Champaign County DJFS application
- Watch the Michigan Department of Health & Human Services video "Is this job for me?"
- Answer and return questions pertaining to video

The above items should be emailed/mailed to:

Angie Robeson-Human Resource Officer
Champaign County Department of Job and Family Services
1512 S. US Highway 68, Suite N100, Urbana, OH 43078
Fax: 937-484-1506 or Email: Angela.Robeson@jfs.ohio.gov

Please feel free to contact Angie Robeson at Angela.Robeson@jfs.ohio.gov, if you have any questions.

Once reviewed, applicants will be chosen for interviews based on qualifications necessary for the position available. We keep all resumes on file for a period of 6 months. If you are interested in finding what other employment opportunities may be available in our county, we encourage you to contact OhioMeansJobs Champaign County at 937-484-1581.

Sincerely,

Angie Robeson
Human Resource Officer

1512 S US Highway 68 Suite N 100
Urbana, Ohio 43078
Champaigndjfs.org

Phone: 937-484-1500 or 1-800-837-4290
Fax: 937-484-1506 TTY Available

**CHAMPAIGN COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES
NOTICE OF JOB OPPORTUNITY**

Champaign County families are in need of a passionate, empathetic, non-judgmental, organized and resilient individual willing to partner with them in their mission of achieving safety, permanency and increased well-being of their children. If you possess these qualities and have a desire to help children and work with families in crisis, then consider a career as a **Child Protective Services Worker with the Champaign County Department of Job and Family Services.**

MINIMUM QUALIFICATIONS:

Bachelor's degree in Social Work or related human services field. Master's degree preferred. Previous child protective service experience and/or completed CORE training a plus.

CLASSIFICATION:

Social Services Worker II, Pay Range 6 - **\$17.38 to \$21.79 per hour based on experience**

DUTIES: Primary duties include providing a wide range of casework services to children and families. These duties may include any or combination of any of the following:

- Investigation and/or assessment of child abuse/neglect referrals;
- Maintenance of a caseload of families/children who require protective assistance;
- Provision of adoption and post adoption services to children and families.

Additional duties required based on functional job description including receiving and documenting allegations of child abuse/neglect and sharing with team mates in 24/7 on-call rotation (with associated on call stipend).

FRINGE BENEFITS FOR THIS POSITION INCLUDE:

- Modified flex work hours
- Health Insurance paid at 80%
- Employee paid dental and vision
- Paid sick leave (if leave available)
- Paid vacation (after 1 year of service) or after accumulated if applicant has prior countable service
- OPERS
- Deferred compensation plans available

EMPLOYEE PERKS/ORGANIZATIONAL INNOVATIONS INCLUDE:

- IT resources (iPhone, iPad/Surface, Speak Write)
- Work from home opportunities
- Alternative 4-10 hour work day options after successful completion of probationary period
- Guaranteed overtime pay (or comp time accrual) for in field on call responses
- On site workout room

Anyone interested in this position should visit www.champaigndjfs.org and follow application packet instructions. The position will remain open until filled. The offer of employment is subject to background investigation including, but is not limited to, prior or current employment, criminal background checks, fingerprinting, and Child Welfare history checks.

Remit to:

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Champaign County is an Equal Opportunity Employer

POSITION DESCRIPTION		AGENCY/DEPT ID CHAMPAIGN COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES
DIVISION OR INSTITUTION COUNTY	UNIT OR OFFICE SOCIAL SERVICES UNIT	COUNTY OF EMPLOYMENT CHAMPAIGN

POSITION NUMBER	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update			Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree		
	USUAL WORKING TITLE OF POSITION SOCIAL SERVICE WORKER 2			POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 32008.0 SOCIAL SERVICE SUPERVISOR 1		
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:		Bargaining Unit NO Page 1 of 1	
	NORMAL WORKING HOURS (Explain unusual or rotating shift): Agency Flex time hours 7:00am – 5:30pm M-F (½ hour lunch) Refer to Procedure# 2001.15a Full Flexible Schedule					
	JOB DESCRIPTION AND WORKER CHARACTERISTICS					
	%	Job Duties in Order of Importance			Knowledge, Skills & Abilities	
	65	Investigates allegations and completes holistic assessments of child abuse/neglect/dependency. Reports to law enforcement and other entities as indicated in the Champaign County Memorandum of Understanding. Interviews alleged victim (s)/child subject(s) of the report, interviews primary families including custodial parents, noncustodial parents and non-parental custodians, interviews significant others, and interviews collateral contacts. Maintains caseload of children/families who have previously been determined to require the protective assistance and/or the services of the agency. Answers and returns phone calls from consumers and colleagues.			Knowledge of: (1) Investigation (2) Federal, State and Local laws regarding abuse/neglect. (3) Counseling (4) Interviewing (5) Placement procedures (6) Abuse/ Neglect Skills in: (1) Oral communication (2) Typing (3) Organization Ability to: (1) Interview families (2) work with children (3) Give or exchange facts and info. Regarding abuse/neglect of a child	
	25	Prepares assigned cases for administrative or judicial procedures as required. Participates in legal action including testifying in court as necessary. Conducts and completes assessment tools for safety and risk as indicated on case by case basis Determines and re-determines clients' eligibility for publicly funded social service programs, including PRC. Maintains contact with numerous community and other governmental agencies to coordinate services and obtain information.			Knowledge of: 1,2,3,4,5,6 (7) Writing/documentation (8) Compiling evidence (9) Administrative practices (10) Filing documentation of cases Skills in: 1,2,3, (4) Public speaking Ability to: 1,2,3,(4) Maintain accurate records (5) Complete forms (6) Document and file case investigations	
	5	Completes reports, case recordings and correspondence. Meets procedural deadlines governing the management of social services cases set by the State of Ohio and ensures that this documentation is complete. Serves as on-call social service worker (e.g., on weekends, holidays, and after business hours). Responds to assigned emergency calls and situations. All other duties as assigned.			Knowledge of: 1,2,3,4,5,6,7,8,9,10, (11) On-call status and procedures (12) Procedural deadlines governing the management of social Services cases set by State of Ohio (13) Report writing and requirements Skills in: 1,2,3,4, (5) writing reports Ability to: 1,2,3,4,5,6, (7) Serve as an on-call worker (8) Respond to calls from Police, Sheriffs, Hospitals, Parents about abuse.	
	5	Attends Social Services related training, conferences and other educational programs as required for position. Other duties as assigned. Serves as on call and back up for Adult Protective Services.				
Classification 30132	This position may be assigned after hour calls from supervisor due to short staffing which would require transportation for immediate response. Must be able to move quickly and easily in tight places. Employee may come in contact with contagious diseases from clients both in house and doing home visits. Could be subjected to unclean and unsanitary conditions when doing home visits, with a possibility of blood borne pathogens. Must have a valid Ohio Driver's License. Could be required to lift a maximum of 50 lbs. during an emergency situation.					
	List Position Numbers & Job Titles of Positions Directly Supervised: N/A			SIGNATURE OF AGENCY REPRESENTATIVE Stacy Cox, MSW, Director		DATE

Champaign County Department of Job and Family Services

Functional Job Duties

Job Title:

Social Services Worker 2 -
Intake/Screening
Investigation/Assessment
Ongoing
Ongoing/Assessor

Job Duties:

Job duties vary from worker to worker depending on the priorities to which the worker is primarily assigned. Responsibilities will be primarily investigative or ongoing in nature, but all workers will need to be aware of rules for all child protective services functions and be available to provide back up to peers. Responsibilities may be reassigned as needed based on operational needs.

General Duties

1. Answer phones for intake and write up referrals for Child Protective Services as well as Adult Protective Services
2. Provide consumers with information and referrals for services for incidents of concerns that are not abuse or neglect
3. Answer and return phone calls from consumers and colleagues
4. Document all contacts that have been made with consumers and collateral contacts
5. Remain up to date on all rules and timeline requirements for specific assigned duties and assure caseload is in compliance with state and federal program regulations
6. Conduct and complete assessments of safety and risk as indicated on case by case basis
7. When children are at risk in their home of origin and no alternative placement has been identified by the family to safely meet the child's needs, bring the child(ren) into substitute care
8. Identify and assess placement options for children needing substitute care
9. Perform ongoing and intensive relative/kinship searches as needed
10. Conduct home evaluations for prospective kinship homes
11. Monitor children in their primary home, substitute care, or kinship care to insure their continued safety and well being
12. Respond to assigned emergency calls and situations
13. Participate in on call rotation which requires carrying a phone with a paging system 24 hours a day for a 7 day period and responding to after-hours calls as indicated
14. Provide services in accordance with the Interstate Compact for Placement of Children (ICPC), which may include courtesy interviews, courtesy supervision, homestudies, or other appropriate requests
15. Refer consumers for other services and monitor their use of those services
16. Determine eligibility for programs such as Prevention, Retention, and Contingency (PRC) for families involved with protective services
17. Construct case plans as needed for ongoing children service cases
18. Complete court related documents as required, consult with agency legal counsel as needed
19. Prepare for and attend any court hearings relevant to workers assigned cases
20. Arrange and supervise visitation when indicated
21. Provide and/or assist in arranging transportation for consumers as needed
22. Provide strong advocacy for consumers
23. Maintain positive relationships with other community service providers
24. Provide public education through various speaking engagements about the work of CCDJFS as it relates to Child Protective Services
25. Attend required trainings to keep abreast of the developments in the field
26. Attend other meetings as required (e.g. FCFC wraparound, etc.)
27. Always keep families involved in the decision-making process regarding their children, keeping them actively part of school, medical and therapeutic decisions as they are working case plan goals

28. Ensure timely school enrollment for children who are in substitute care and attend IEP and other school related meetings
29. Provide timely data entry to enable submission of required reports

Intake/Screening Duties

1. Serve as the primary individual responsible for intakes for Child Protective Services as well as Adult Protective Services
2. Complete screening decisions for both Child Protective Services and Adult Protective Services intakes and assure compliance with state and federal program regulations
3. Assist with general inquiries about adoption and foster care by answering questions, providing information, sending out packets and providing information on public and private foster care agencies
4. Assist other caseworkers with scanning case files and case related documents into agency electronic filing systems
5. Assist caseworkers in locating placement for children entering agency custody or currently in agency custody
6. Develop and maintain professional rapport with foster care licensing agencies
7. Assist caseworkers in the maintenance of adoption website profiles and the child specific recruitment of adoptive homes for children in permanent custody of the agency
8. Determine eligibility, facilitate services and fiscally monitor Post Adoption Special Service Subsidies (PASSS)
9. Attend SARs and Matching Conferences as a third party neutral agency representative
10. Assist caseworkers with relative search functions, including file mining, sending correspondence, and documentation of relative searches
11. Complete searches of Justiceweb (CJIS), criminal courts with online search functions, and SACWIS for proposed safety plan responsible parties
12. Assist caseworkers with required fingerprint background checks (FBI/BCII) when the clerical specialist is unavailable
13. Conduct random independent in-house peer case record reviews of the full spectrum of children services cases in order to detect, correct and reduce errors
14. Compile and prepare reports, as assigned, for the administrator and direct services supervisors, to assist in the day to day supervision of casework staff
15. Assist in the review/update of department specific procedures to ensure compliance with OAC and CPOE requirements

Investigation/Assessment Duties

1. Investigate allegations and complete holistic assessments of child abuse/neglect/dependency
2. Cross report information to law enforcement and other agencies as indicated in the Champaign County Memorandum of Understanding
3. Interview alleged victim(s) or child subject(s) of the report
4. Complete forensic interviews for alleged child victim(s) of sexual abuse
5. Interview primary families, which may include custodial parents, non-custodial parents, and non-parental custodians
6. Interview significant others
7. Interview collateral contacts
8. Gather information from service providers for holistic assessments
9. Attend Child Abuse Response Team (CART) meetings

Ongoing Duties

1. Monitor and provide support in ongoing child cases by assessing the family regularly to ensure that the case plan is being followed and behavioral changes are occurring as a result
2. Service referral and monitoring for families with child in custody as well as kin seeking custody of the child
3. Keep families involved in the decision-making process regarding their children, keeping them actively a part of school, medical and therapeutic decisions as they are working case plan goals.

4. Case management of child in the custody of the agency to include intensive services to meet all needs of the child while working with the family toward reunification
5. Complete case reviews (90 Day Review and SAR)
6. Make recommendations regarding approval of medical care and psychotropic medication requests for youth in the custody of the agency
7. Gather, review, and assess needs of children based on documentation of medical care and provider notes
8. Ensure copies of documentation of medical care and provider notes for youth in the custody of the agency are contained in the case record
9. Monitor provision of services and family involvement in Shared Funding arrangements
10. Ongoing participation in regional and state adoption, Independent Living, etc. groups

Assessor Duties (in addition to Ongoing Duties)

1. Recruit adoptive homes and conduct home studies and bi-annual updates for adoptive homes
2. Monitor and support adoptive homes, assist with adoption search efforts for adoptive families
3. Provide pre-finalization services for adoptive families in the process of adopting a child
4. Provide post-finalization services, including Post Adoption subsidies for adoptive families
5. Provide birth parent counseling to facilitate permanent, voluntary surrender of a child
6. Facilitate adoptive placement discussions for child in agency permanent custody
7. Assist families with adoption subsidies of all types
8. Determine eligibility and yearly redetermination for children adopted through Champaign County
9. Maintain adoption website profiles and child specific recruitment of adoptive homes for children in permanent custody of the agency
10. Provide Post-Adoptive services as requested from all adoptive families living in Champaign County
11. Determine eligibility, facilitate services and fiscally monitor Post Adoption Special Service Subsidies (PASSS)
12. Assist with general inquiries about adoption and foster care by answering questions, providing information, sending out packets and providing information on public and private foster care agencies
13. Develop and maintain professional rapport with foster care licensing agencies

Approved:

Date

Stacy Cox, MSW
Director

Reviewed



Champaign County Department of Job and Family Services

1512 S. US Hwy 68, Suite N100
Urbana, Ohio 43078

Employment Application

Date of Application _____

Last Name _____ First Name _____ M Initial _____

Street Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Social Security Number _____ Position Applying For _____

Do you have a valid driver's license? _____ If so, list Driver license number _____

Have you had your driver's license suspended or reviewed during the past 5 years? _____

If yes, explain:

If applying for a child or adult protective services position, please answer the following questions:

Ability to work extended or non-traditional hours as needed? _____ Yes _____ No

Ability to share in 24/7 on call coverage? _____ Yes _____ No

****Unless previous experience exists or completion of CORE training, new employees generally do not go on call until four to six months post start date.**

Ability to respond to Urbana, Ohio within one hour (during 24/7 on call coverage)? ___ Yes ___ No

****Unless previous experience exists or completion of CORE training, new employees generally do not go on call until four to six months post start date.**

In the areas below, please indicate your past work experience. Beginning with your most recent employment, list the previous jobs which you have held, including a brief description of the job duties performed. If you title and duties changed materially in the course of your service in any one organization, indicate such chang-

es clearly and as separate employments. Attach extra sheets if necessary. Major volunteer work may be included as employment; be sure to indicate their volunteer nature, and supply other necessary information.

Present or Most Recent Job:

Employer's Name _____ Phone _____

Address _____

Length of Employment **From:** Month _____ Year _____ **To:** Month _____ Year _____

Reason for leaving _____

Position (job title) _____ Salary: Beginning _____ Ending _____

Duties Performed

Next Most Recent Job:

Employer's Name _____ Phone _____

Address _____

Length of Employment **From:** Month _____ Year _____ **To:** Month _____ Year _____

Reason for leaving _____

Position (job title) _____ Salary: Beginning _____ Ending _____

Duties Performed

Next Most Recent Job:

Employer's Name _____ Phone _____

Address _____

Length of Employment **From:** Month _____ Year _____ **To:** Month _____ Year _____

Reason for leaving _____

Position (job title) _____ Salary: Beginning _____ Ending _____

Duties Performed

Next Most Recent Job:

Employer's Name _____ Phone _____

Address _____

Length of Employment **From:** Month _____ Year _____ **To:** Month _____ Year _____

Reason for leaving _____

Position (job title) _____ Salary: Beginning _____ Ending _____

Duties Performed

Next Most Recent Job:

Employer's Name _____ Phone _____

Address _____

Length of Employment **From:** Month _____ Year _____ **To:** Month _____ Year _____

Reason for leaving _____

Position (job title) _____ Salary: Beginning _____ Ending _____

Duties Performed

Have you been disciplined or fired by a previous employer? _____ Yes _____ No

If yes, explain

Name and address of secondary and last school, colleges or universities attended:

School	Dates Attended	Degree Obtained

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In the area below, please describe briefly any information or special qualifications you have for the position(s) you are applying for (i.e. typing speed, completion of CORE training, completion of Tier trainings, knowledge of key systems such as SACWIS, CRIS-E, SETS, etc., hobbies that have taught you special skills):

Briefly describe any additional information you feel may be helpful to us in considering your application:

In the area below, please list the names and address of three individuals, other than relatives, whom we may contact for a professional recommendation (one must be someone who has supervised you in the past):

Name	Relationship	Address	Phone Number

I swear and affirm that the answers I have given to each of the questions in this application are complete and true to the best of my knowledge. I understand, if offered employment, that any false statement made on this application may result in discharge.

My signature on this application provides full authorization for this Agency to make a background and/or a driver's license check with appropriate law enforcement agencies. The signature also authorizes the Agency to check past employment references and other information necessary to arrive at an employment decision.

Signature of Applicant

Date

Each application is given consideration for employment without regard to race, religion, color, national origin, sex, age, marital or veteran status or the presence of a non-job related medical condition or handicap.

Michigan Department of Health & Human Services video “Is this job for me?”

Before you apply for the open position of Social Services Worker 2, we ask that you take a few minutes to watch the video (link below) and answer the questions that follow. This video is intended to give you a preview of the child welfare field including challenges and rewards.

The link to the video:

<http://www.bing.com/videos/search?q=realistic+job+preview+child+protective+services&qpvt=realistic+job+preview+child+protective+services&view=detail&mid=0864C2688AAE0036A2F80864C2688AAE0036A2F8&FORM=VRDGAR>

Questions:

- 1.) What do you feel would be your greatest challenges in learning to be a child protective service worker?
- 2.) What do you feel would be the strengths you would bring to the job as a child protective service worker?

Thank you!