



POSITION AVAILABLE:

Social Service Worker 3 – Group Home

POSTING DATE: Wednesday, May 25, 2022

DEADLINE TO APPLY: Open Until Filled

DEPARTMENT: Job & Family Services / PCSA

LOCATION: Ravenna, OH

WORKING HOURS: Blend of Day, Afternoon, Midnight and Weekend Shifts and on call as needed. Work schedule drafted on a quarterly basis.

SALARY: \$19.92/hr.

VACANCIES: 2

FLSA STATUS: Classified, non-exempt

**JOB OBJECTIVES:**

Under the direct supervision of the Program Manager of the Group Home, responsible for behavior compliance and modification, clinical interventions, recreational activities, and support for children residing in Portage Job and Family Services’ group home in accordance with ODJFS licensing standards and Portage Job and Family Services policies.

**MINIMUM QUALIFICATIONS:**

Bachelor’s degree in Social Work, Human Development, or another social service field and/or 5 years of experience working in a licensed residential setting with children. Must possess a valid Ohio driver’s license and maintain continuing eligibility under the existing County driver eligibility standards.

**EXAMPLE OF DUTIES:**

Works to support the goals of each child as established in the Child Service Plan. Coordinates services with the assigned caseworker to implement and carry out individual and family case plan goals. Ensures the documentation and recording of daily behavior and activities of residents, including sleep logs, critical incident reports, police reports, medical files, visitation sheets, and other required reports, logs or communications. Ensures resident appointments are kept. Assists with the transportation needs of the residents. Maintains orderliness of work area. Oversees the execution of general housekeeping and laundry services for the home. Ensures the home is at an above-average level of cleanliness. Oversees the preparation of meals for the residents. Identifies and provides therapeutic opportunities and interventions to address treatment needs of residents. Supervises the recreation activities for residents, including dinners, picnics, trips, transportation, sports. Monitors chore charts and disburses allowances. Provides direct recreation instruction/interaction in both group and one-on-one sessions. Assists with off-grounds activities. Develops and maintains positive relations with community groups, such as YMCA, YWCA, churches, fraternal organizations and to other groups providing services and programs for residents. Maintains communications with residential staff to ensure continuity for children. Knows and meets ODJFS Rule Requirements. Participate in various agency required meetings (Family Team Meetings, Prosecutor meetings, Division meetings, Unit meetings, etc.). Keeps current in areas of responsibility by attending skill development conferences, seminars, or State-sponsored programs related to Federal, State laws, rules, and regulations. Testify in court proceedings and/or prepare and file court-required child welfare documents, as required. May provide training and service coordination on Independent Living Skills for youth ages 14 -17. May monitor court-ordered supervised visits between child and family members.

**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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