



**POSITION AVAILABLE:**

**Social Service Worker 3**

**POSTING DATE:** Tuesday, June 28, 2022  
**DEADLINE TO APPLY:** Open until filled

**DEPARTMENT:** Job & Family Services / Child and Adult Protective Services  
**LOCATION:** Ravenna, OH

**WORKING HOURS:** 8:00 am - 4:30 pm, 8:30 am – 5:00 pm or 9:00 am - 5:30 pm Monday-Friday or 7:00 am – 5:30 pm Monday-Thursday or Tuesday-Friday

**SALARY:** \$19.92/hr.  
**VACANCIES:** 4  
**FLSA STATUS:** Classified, non-exempt

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**JOB OBJECTIVES:**

Under the direct supervision of a division supervisor, performs investigations/assessments of child/elder abuse and neglect referrals and determines what type of protective/placement service is needed. Incumbent is responsible for establishing family case/permanency case plans with clients, specifying goals and objectives for the child and his/her family.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Social Work, Human Development or another social service field required. Paid experience providing services to children and/or to persons 60 years of age or older preferred. Must possess a valid Ohio driver's license and maintain continuing eligibility under the existing County driver eligibility standards.

**EXAMPLE OF DUTIES:**

Perform initial assessment investigations on child abuse and neglect referrals. Determine if a child/children is at risk and what type of protective/placement services is needed. Make emergency removals, protective services assessments, and provides on-going protective/placement services to families. Complete the Comprehensive Assessment Planning Model - Interim Solution (CAPMIS) tool and develop safety assessments, family assessments, safety plans, case plans, etc. Create family case/permanency case plans with clients, specifying goals and objectives for the child and his/her family. Provide intensive case management and supportive service, both on an individual and family basis, to the child, natural family, foster/ adoptive family and/or significant others when applicable. Respond to emergency and crisis situations involving families and children both efficiently and effectively. Receive reports of child and elder abuse and neglect through the abuse hotline. Ability to screen information and prioritize reports to determine if further investigation is appropriate according to State mandates. Monitor and participate in the evaluation of support services to include collateral contacts with schools, law enforcement agencies, health care personnel, community and Juvenile Court authorities. Recruit for foster homes. Conduct home studies and maintain confidential foster home case records. Facilitate permanency for children through reunification, custody to third parties, adoption and emancipation. Monitor court-ordered supervised visits between child and family members. Initiate and maintain case records, dictation, including preparation of required forms, case narratives, correspondence and case documentation. Testify in court proceedings and/or prepare and file court-required child welfare documents, as required. Participate in child welfare after-hours C.A.R.E.S. Program, providing initial investigation and crisis intervention on after-hours, weekend and holiday child abuse and neglect referrals. Adhere to State required mandates and submit required documentation in required timeframes. Enter/retrieve data from automated computer system such as SACWIS and EDMS. Perform initial assessments and investigations concerning elder abuse, elder neglect or elder exploitation, as defined by ORC 5101.62 for persons 60 years of age or older. Provide initial crisis intervention/protection and counseling to APS clients and arranges for treatment services and supportive services goals. Assist clients and/or their community-based service agency for admission to medical treatment centers, adult foster care, or nursing homes. Petition the county Probate Court to include testifying concerning safety and/or competency hearings when necessary. Participate in various agency required meetings (Family Team Meetings, Prosecutor meetings, Division meetings, Unit meetings, etc.). Provide training and service coordination on Independent Living Skills for youth ages 14 -17.

**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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