



## Notice of Vacancy

<b>Position Title:</b>	<b>Social Service Worker 2</b>
<b>Location/Department:</b>	<b>Job &amp; Family Services of Clark County/ Family &amp; Children Services/Foster Care Licensing Position</b>
<b>Supervisor:</b>	<b>Social Service Supervisor 1</b>
<b>Hourly Starting Pay Rate:</b>	<b>\$19.41 per hour</b>
<b>Pay Range:</b>	<b>E</b>
<b>Classification:</b>	<b>Full-time • Classified • Non-exempt • Benefits</b>
<b>Date Issued:</b>	<b>July 15, 2024</b>
<b>Application Deadline:</b>	<b>Open Until Filled. Deadline for first review of applicants will be July 29, 2024.</b>
<b>This position is in the Bargaining Unit.</b>	

### POSITION DESCRIPTION:

In the Family & Children Services Division, the social worker 2 in this position would oversee foster care licensing duties. Duties include, but are not limited to: Overseeing a caseload of foster parents' homes, making home visits, attending/facilitating meetings, facilitating trainings, recruiting prospective foster parents, securing placements for foster youth, documenting all activity in the State computer system, investigating foster home complaints and coordinating events with the team. The incumbent must meet procedural deadlines governing the management of social services cases set by the State of Ohio, the Agency and other administrative bodies and ensures that the documentation is complete and accurate. The successful applicant will establish and maintain positive working relationships with community agencies. The incumbent is required to interact with the court system, make court appearances when necessary; attend and possibly present at conferences, and workshops. The incumbent will be required to transport customers when needed.

### MINIMUM QUALIFICATIONS:

- Per Section 5153.112 of the Ohio Revised Code, applicants of a Public Children Services unit must have one of the following:
  1. A bachelor's degree in human services-related studies, or
  2. A bachelor's degree in any field and have been employed for at least two years in a human services occupation, or
  3. An associate's degree in human services-related studies, or
  4. Been employed for at least five years in a human service-related occupation.For employment to continue, a person described in Option 2, 3, or 4 above must obtain a job-related bachelor's degree not later than five years after the date employment with the agency commences.
- The incumbent must possess a valid driver's license, required insurance, and maintain a safe and reliable vehicle that may be used in transporting clients of CCDJFS.
- This position requires the incumbent to access non-ADA compliant homes or facilities.

**PREFERRED QUALIFICATIONS:**

- Demonstrated ability to work in a variety of computer programs.
- Demonstrated knowledge of writing and reviewing goals and writing case notes.
- Demonstrated previous experience in working within a human service field.
- Demonstrated knowledge on basic interviewing skills.
- Demonstrated experience in working with team decision making.
- Demonstrated experience in problem solving, managing change, and conflict resolution.
- Demonstrated effective organization skills with ability to prioritize and complete work in a timely manner.

**Note:** Additional consideration may be given for years and types of experience and education beyond the minimum and preferred qualifications, knowledge, skills, and abilities.

**UNUSUAL WORKING CONDITIONS/HAZARDS:**

Applicant must have the physical and visual ability to enter homes and facilities that may not be ADA accessible. This position involves regular exposure to environmental factors (i.e. cold, excessive heat, noise, fumes, vibration, dirt) during interviews and meetings conducted outside of the office. The position may involve lifting or carrying children, carrying and installing child car seats and exposure to contagious diseases. No heavy labor is involved; however, risk of injury stems from going in and out of conditions that may or may not be safe. The incumbent may occasionally interact with angry or hostile clients.

**BENEFITS:**

14 Paid Holidays, Ohio Public Employees Retirement (OPERS), Health, Dental, and Vision Insurance, Disability & Life Insurance, Tuition Reimbursement, Sick & Vacation Leave, and Opportunities for Growth & Promotion.

**INSTRUCTIONS:**

Applicants interested in the above named position are to submit an employment application, resume and letter of interest to the Springview Government Center, C/o Clark County Personnel Office, 3130 East Main St., Springfield, Ohio 45505, fax to (937) 3282486, or email [hr@clarkcountyohio.gov](mailto:hr@clarkcountyohio.gov). Please be sure to specify skills and experience applicable to the position for which you are applying. Interested CCDJFS employees must submit a current resume and a letter of interest. Applicants needing accommodation in completing this application, please contact the County Personnel Office at (937) 521-2018. Applications may be obtained in the Personnel office or online at <http://www.clarkcountyohio.gov/DocumentCenter/View/284>.

**Applicants needing accommodation for completing application or interview, please contact the Personnel Department at 937.521.2015.**

**CCDJFS is an Equal Opportunity/ADA Compliance Employer.**

CCDJFS does not discriminate on the basis age, ancestry, color, disability, ethnicity, familial/marital status, gender identity, genetic information, language, military/veteran status, national origin, pregnancy, race, religion, sex, sexual orientation, socio-economic status.