



BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO
406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET

2 POSITIONS AVAILABLE

JOB CLASSIFICATION TITLE: ASSESSMENT/INVESTIGATIVE
CASEWORKER I OR II
(DEPENDING ON QUALIFICATIONS)

DEPARTMENT: DEPARTMENT OF JOB AND FAMILY
SERVICES; CHILDREN SERVICES
DIVISION

WAGE RATE:
ON-GOING/INVESTIGATIVE CASEWORKER I \$20.25/ HOUR (365 DAYS)
ON-GOING/INVESTIGATIVE CASEWORKER II \$21.74 - \$23.74/HOUR (365 DAYS)

SCHEDULED HOURS: 40 HOURS PER WEEK

CIVIL SERVICE STATUS: CLASSIFIED

***POSITIONS REQUIRE A BACHELOR'S DEGREE IN SOCIAL WORK OR CLOSELY
RELATED FIELD**

SEE ATTACHED JOB DESCRIPTIONS FOR MINIMUM

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THESE POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF
TIME NOT LESS THAN SEVEN (7)
CONSECUTIVE CALENDAR DAYS, BEGINNING
SEPTEMBER 22, 2023

VISIT WWW.CO.WARREN.OH.US AND COMPLETE THE APPLICATION AS FOLLOWS:
CLICK ON JOB POSTINGS THEN CLICK ON WARREN COUNTY APPLICATION FOR
EMPLOYMENT, THEN DOWNLOAD TO YOUR DESKTOP AND EMAIL THE COMPLETED
APPLICATION TO: WCCOMMAPP@CO.WARREN.OH.US PLEASE CONTACT SUSAN SPENCER
WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITIONS ARE FILLED.

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

PERKS & BENEFITS WORKING FOR WARREN COUNTY



WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



BENEFITS

- Health Insurance*



RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System*

Health Insurance - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$259 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

Retirement - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT WWW.CO.WARREN.OH.US FOR ALL JOB POSTINGS.
QUESTIONS CALL: SUE SPENCER 513.695.1747

WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION

POSITION TITLE: ASSESSMENT/INVESTIGATION CASEWORKER (I, II)

INCUMBENT:

CLASS TITLE:

Department: Children Services Division	FSLA Status: Non-Exempt
Reports To: Assessment/Investigation Supervisor	Civil Service Status: Classified
Pay Range: 14 - 16	Employment Status: Full Time
Probation: 365 Days	Lunch: ½ hour; Unpaid
Work Hours: 8:00AM to 4:30PM	

JOB RESPONSIBILITIES:

Work with families at risk of child maltreatment, screened in for assessment/investigation, 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. 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 techniques as needed to ensure child safety; may require work during non-traditional hours. Complete case documentation and data entry on a timely basis to contribute to agency's continuous quality improvement and evaluation efforts.

QUALIFICATIONS:

- Any combination of training and work experience which indicates possession of the skills, knowledge, and abilities necessary to perform job responsibilities. The minimum qualifications for this position are a bachelor's degree in social work or a closely related field. Strong written and verbal communication skills as well as adherence to detail.
- Able to demonstrate a strengths-based and solution-focused perspective in helping at-risk families. Organized. Goal-oriented. Able to work with diverse populations in a culturally competent manner. Able to work collaboratively with parents, children, family-identified supports, and other community partners to establish objectives and facilitate achievement of goals.
- Balance of critical thinking skills and empathy for individuals. Excellent communication skills. Demonstrated ability to put judgments aside and view families as partners.
- Able to timely and accurately complete assessments and case documentation.
- Proficiency in computer skills

LICENSURE AND CERTIFICATION REQUIREMENTS:

1. Valid Ohio Driver's License and Dependable Transportation
2. Auto insurance required by law and agency needs
3. Complete 102 hours of Core Training through SWORTC within the first year
4. 36 hours education/training per year thereafter

ESSENTIAL FUNCTIONS:

1. Assess reports pursuant to ORC 5101:2-36-20; Case assessment to be completed within mandated time frames. Assess safety of children according to established safety factors and based upon training, judgement, education, and agency protocol.
2. Coordinate with families and other agency partners as necessary. Assist families in accessing services, including information and referrals, reasonable transportation.
3. Close or transfer cases as required.
4. Regularly participate in case review at the Child Advocacy Center. Be prepared to provide case updates and recommendations, team with other members to determine needed information and the best course of action.
5. Convert a case from the alternative response pathway to the traditional response pathway as required by ORC 5101:2-36-20.
6. Consult with prosecutor regarding Juvenile Court intervention. File complaints, prepare for hearings, testify, and submit all required court reports and recommendations as required. Further activity possible after transfer including but not limited to, court testimony.
7. Will be assigned hotline coverage on a rotating basis (one week at a time).
8. Documentation and Case Recording; prepare files with mandated forms, case notes, family assessment, medical forms, releases, transfer/closing summaries, etc.
9. Document investigative reports for police, prosecutor, and courts.
10. Document mileage, including expenses, and time sheet forms.
11. Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.
12. Caseworker III may be assigned courtesy supervision
13. Demonstrate regular and predictable attendance.
14. Regular case conferencing with supervisor.
15. Group supervision and unit meetings as arranged by supervisor.
16. Agency staff meetings.
17. Performs other duties as assigned by supervisor or designee.

KNOWLEDGE, SKILLS, AND ABILITIES: (*indicates developed after employment)

KNOWLEDGE of:

Legal requirements pertaining to child abuse, neglect and dependency and provision of protective and supportive services; child welfare casework methods and practice; crisis intervention and community resources. Human behavior, child development, and family systems; definition, philosophy, values, outcomes, and practice implications regarding a family-centered, neighborhoodbased approach to service delivery; impact of societal biases on service delivery (e.g., race, class, power); Ohio Department of Human Services Rules and Regulations regarding protective and placement services; Agency policies and procedures; Community resources; Agency Mission; knowledge of Microsoft software.

ABILITY to:

Conduct effective interviews; define problems, collect factual data, and draw valid, objective conclusions; prepare accurate, concise, factual and objective written records, reports, correspondence, and forms in conformity with mandatory time frames; exercise sound judgement in sensitive, stressful, or possibly dangerous situations, develop and maintain mutually respectful working relationships with children services staff, law enforcement, prosecutor, courts, other agencies and public services providers, and the general public; ability to work independently and structure time efficiently, maintain neat appearance, courteous and professional demeanor at all times.

SKILLS in:

THE IDEAL CANDIDATE WILL HAVE THE FOLLOWING SKILLS SETS: ENGAGING, ASSESSING, PARTNERING, PLANNING, IMPLEMENTING, EVALUATING, ADVOCATING, COMMUNICATING, DEMONSTRATING CULTURAL AND DIVERSITY COMPETENCE, COLLABORATING.
AUTOMOBILE OPERATION AND SAFETY; IN USE OF OFFICE EQUIPMENT (COMPUTER SYSTEM, TELEPHONE SYSTEM, MICROSOFT OFFICE, WORD, AND EXCEL).

SIGNATURE

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

(Employee's Signature)

(Date)