



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

TWO POSITIONS AVAILABLE

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

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

WAGE RATE:
CASEWORKER I \$18.52 - \$21.16/ HOUR (365 DAYS)
CASEWORKER II \$21.22 - \$26.16/HOUR (365 DAYS)

SCHEDULED HOURS: 40 HOURS PER WEEK

CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF
TIME NOT LESS THAN SEVEN (7) CONSECUTIVE
CALENDAR DAYS, BEGINNING NOVEMBER 16, 2022

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 POSITION IS FILLED.

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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Position Title: Investigative Caseworker I
Class Title:

Incumbent:

Department: Job and Family Services
Children Services Division
Reports To: Caseworker Supervisor
Pay Range: 6
Probation: 365 Days
Work Hours: 8:00 A.M. to 4:30 P.M.

FLSA Status: Non-Exempt
Civil Service Status: Classified
Employment Status: Full Time
Lunch: Unpaid

JOB RESPONSIBILITIES:

Under general supervision, Investigates referrals of abuse and neglect of children in order to assess risk and determine if further services are needed to ensure protection of children). Consults with other caseworkers, community agencies, and law enforcement officials. Files and testifies in court and interprets the procedures to the parents. Prepares and maintains records, reports, and Family Risk Assessments for case file. Assesses the strengths and weaknesses in a home and makes recommendation to the parents, Ongoing worker, and/or court regarding needed services. Uses knowledge or resources in the Warren County and surrounding area and helps to coordinate these services. Makes referrals to other community agencies. Performs other related duties as required. Ability to work as part of a coordinated team approach to investigations is essential both internally and externally.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above.
An example of an acceptable qualification for this position is:

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 communications skills as well as adherence to detail.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Valid Ohio Driver's License and Dependable Transportation
Complete 102 hours of Core Training through SWORTC within the first year.

ESSENTIAL FUNCTIONS:

1. Take referral information by telephone or from a walk-in referent, gather all pertinent information at the time complaint is made.

POSITION DESCRIPTION

2. Provide information and referral service if necessary to referent or client if determined that the case is not appropriate for CSB (i.e. family lives in a different county).
3. Intake investigations, following priority rating for response manner and time.
4. Investigate according to 5101-2-34-32, investigate activities of ORC. Case assessment to be completed within 30 days.
5. Coordinate with law enforcement, prosecutor, and courts if necessary.
6. Close or transfer cases.
7. Further activity possible after transfer including but not limited to, court testimony.
8. Will be assigned one week hotline coverage, averaging two-three times per year per worker.
9. Intake Documentation and Case Recording; prepare files with mandated forms (as listed on Intake checklist), case notes, risk assessment, medical forms, releases, transfer/closing summaries, etc.
10. Document investigative reports for police, prosecutor and courts.
11. Document mileage, including expenses, and time sheet forms.
12. Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.

OTHER DUTIES AND RESPONSIBILITIES:

1. Will have weekly supervision with Intake Supervisor.
2. Daily supervision on an "as needed" basis.
3. Monthly unit meetings.
4. Bi-weekly CSB staff meetings.

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

KNOWLEDGE, SKILLS AND ABILITIES: Necessary to perform duties.

Knowledge of: State Laws (Ohio Revised Code and Administrative Codes that pertain to child abuse/neglect/dependency); of Protective Services investigative procedures and practices; in human behavior and crisis intervention; other social service agencies and community resources;

Skill in: interviewing, composing meaningful, concise and objective written reports/correspondence and accurate form completion;

Ability to: communicate effectively, exercise sound judgment under possible stressful or dangerous situations, collect, analyze and interpret data, develop and maintain working relationships with associates, law enforcement agencies, prosecutors and general public, work independently, and use computer, telephone, Dictaphone, photographic and video equipment and copier.

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)

Date Adopted:

Date Revised:

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

Page 1 of 3

Position Title: Investigative Caseworker II
Class Title:

Incumbent:

Department: Job and Family Services
Children Services Division
Reports To: Caseworker Supervisor
Pay Range: 8
Probation: 365 Days
Work Hours: 8:00 A.M. to 4:30 P.M.

FLSA Status: Non-Exempt
Civil Service Status: Classified
Employment Status: Full Time
Lunch: Unpaid

JOB RESPONSIBILITIES:

Under general supervision, Investigates referrals of abuse and neglect of children in order to assess risk and determine if further services are needed to ensure protection of children). Consults with other caseworkers, community agencies, and law enforcement officials. Files and testifies in court and interprets the procedures to the parents. Prepares and maintains records, reports, and Family Risk Assessments for case file. Assesses the strengths and weaknesses in a home and makes recommendation to the parents, Ongoing worker, and/or court regarding needed services. Uses knowledge or resources in the Warren County and surrounding area and helps to coordinate these services. Makes referrals to other community agencies. Performs other related duties as required. Ability to work as part of a coordinated team approach to investigations is essential both internally and externally.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above.
An example of an acceptable qualification for this position is:

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, completion of CORE Training, experience in Child Welfare, completion of 36 hours of ongoing in-service training required by ODJFS and the ability to independently complete a full range of case activities. Strong written and verbal communications skills as well as adherence to detail. (Caseworker I, must have met or exceeded evaluation expectations)

LICENSURE AND CERTIFICATION REQUIREMENTS:

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**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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(Employee's Signature)

(Date)

Date Adopted:

Date Revised: