



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

THREE POSITIONS WILL BE FILLED DEPENDING ON QUALIFICATIONS

JOB CLASSIFICATION TITLE: PROTECTIVE SERVICES CASEWORKER I, OR II

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

PROBATIONARY RATE:

PROTECTIVE SERVICES CASEWORKER I	\$16.30 - \$22.16/HOUR (365-DAYS)
PROTECTIVE SERVICES CASEWORKER II	\$18.49 - \$26.16/HOUR (365-DAYS)

PAY RANGE:

PROTECTIVE SERVICES CASEWORKER I	6
PROTECTIVE SERVICES CASEWORKER II	8

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 FEBRUARY 14, 2020.

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 AND RESUME 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: Protective Services Caseworker I **Incumbent:**
Class Title:

Department:	Job and Family Services, Children Services Division	FLSA Status:	Non-Exempt
Reports To:	Caseworker Supervisor	Civil Service Status:	Classified
Pay Range:	6	Employment Status:	Full Time
Probation:	365 Days	Lunch:	Unpaid
Work Hours:	8:00 A.M. to 4.30 P.M.		

JOB RESPONSIBILITIES:

Under general supervision, plan and provide services for children and families, for both in-home and placement cases. Interact with Children Services staff, law enforcement, prosecutor, courts, caregivers, and other community service providers. Prepare and maintain case records as required by law. Perform other related duties as required.

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
102 hours Core Child Welfare training in first year of employment.

ESSENTIAL FUNCTIONS:

1. Provide case management/protective services to children and families both in-home and with families where our agency has the child in custody (includes transportation of children).
2. Establish working relationships with families to identify problems and goals.
3. Assess safety of children using the Safety Assessment document.
4. Develop case plans consistent with statutory requirements which address identified problems by means of measurable, observable objectives and appropriate services.

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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5. **Coordinate services with community and area service providers.**
6. **Assist families in accessing services, including information and referrals, reasonable transportation.**
7. **Monitor and assess progress in achievement of case plan goals; amend case plans as necessary and required by statute and rule.**
8. **Consult with prosecutor regarding Juvenile Court intervention.**
9. **File complaints in Juvenile Court; prepare for hearings, testify; submit case plans and amendments, reports, and recommendations as required.**
10. **Prepare for and participate in mandatory case reviews for all consumer families.**
11. **Conduct and prepare reports of home investigations ordered by Juvenile Court.**
12. **Conduct and prepare interstate and intrastate home evaluations for purposes of placement and/or provision of supportive services; may also include courtesy supervision.**
13. **Conduct investigations of alleged abuse/neglect in already open cases.**
14. **Demonstrates a regular and predictable attendance.**
15. **Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.**

OTHER DUTIES AND RESPONSIBILITIES:

1. **Maintain accurate and factual case records with documentation required by law.**
2. **Submit required forms, (e.g., timesheets, mileage according to agency procedure).**
3. **Complete individual supervision with Protective Services Supervisor as arranged.**
4. **Attend unit meetings and agency staff meetings as scheduled.**

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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KNOWLEDGE, SKILLS AND ABILITIES: Necessary to perform duties.

Knowledge of: legal requirements pertaining to child abuse, neglect and dependency and provision of protective and supportive services; child welfare casework methods and practice; human behavior and crisis intervention; and community resources.

Skill in: automobile operation and safety; in use of office equipment (e.g., computer system, telephone system, voice mail, tape recorder, camera and copier).

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 judgment 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.

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**

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Position Title: Protective Services Caseworker II **Incumbent:**
Class Title:

Department:	Job and Family Services, Children Services Division	FLSA Status:	Non-Exempt
Reports To:	Caseworker Supervisor	Civil Service Status:	Classified
Pay Range:	8	Employment Status:	Full Time
Probation:	365 Days	Lunch:	Unpaid
Work Hours:	8:00 A.M. to 4:30 P.M.		

JOB RESPONSIBILITIES:

Under general supervision, plan and provide services for children and families, for both in-home and placement cases. Interact with Children Services staff, law enforcement, prosecutor, courts, caregivers, and other community service providers. Prepare and maintain case records as required by law. Perform other related duties as required.

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:

Valid Ohio Driver's License and Dependable Transportation
102 hours Core Child Welfare training in first year of employment.
36 hours education/training per year thereafter

ESSENTIAL FUNCTIONS:

1. Provide case management/protective services to children and families both in-home and with families where our agency has the child in custody (includes transportation of children).
2. Establish working relationships with families to identify problems and goals.
3. Assess safety of children using the Safety Assessment document.

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4. Develop case plans consistent with statutory requirements which address identified problems by means of measurable, observable objectives and appropriate services.
5. Coordinate services with community and area service providers.
6. Assist families in accessing services, including information and referrals, reasonable transportation.
7. Monitor and assess progress in achievement of case plan goals; amend case plans as necessary and required by statute and rule.
8. Consult with prosecutor regarding Juvenile Court intervention.
9. File complaints in Juvenile Court; prepare for hearings, testify; submit case plans and amendments, reports, and recommendations as required.
10. Prepare for and participate in mandatory case reviews for all consumer families.
11. Conduct and prepare reports of home investigations ordered by Juvenile Court.
13. Conduct and prepare interstate and intrastate home evaluations for purposes of placement and/or provision of supportive services; may also include courtesy supervision.
14. Conduct investigations of alleged abuse/neglect in already open cases.
15. Demonstrates a regular and predictable attendance.
16. Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.

OTHER DUTIES AND RESPONSIBILITIES:

1. Maintain accurate and factual case records with documentation required by law.
2. Submit required forms, (e.g., timesheets, mileage according to agency procedure).
3. Complete individual supervision with Protective Services Supervisor as arranged.
4. Attend unit meetings and agency staff meetings as scheduled.

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KNOWLEDGE, SKILLS AND ABILITIES: Necessary to perform duties.

Knowledge of: legal requirements pertaining to child abuse, neglect and dependency and provision of protective and supportive services; child welfare casework methods and practice; human behavior and crisis intervention; and community resources.

Skill in: automobile operation and safety; in use of office equipment (e.g., computer system, telephone system, voice mail, tape recorder, camera and copier).

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 judgment 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.

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