

Licking County Job & Family Services

JOB OPPORTUNITY

CLASSIFICATION:	30132; Social Services Worker 2 – Adoption		
SALARY:	Pay Range 10: Minimum: \$19.16/hour Maximum: \$28.34/hour		
POSITION NUMBER (PCN):	31010.0		
DIVISION:	Protective Services		
UNIT:	Intake (Supervisor: C. Nichols)		
HOURS OF WORK:	As assigned by supervisor.		
INTERNAL APPLICANTS:	Send email of interest to Jennifer Ellis-Brunn (Jennifer.Ellis-Brunn@jfs.ohio.gov)		
NOTE: This position is the refill of a vacancy.			
DATE POSTED:	May 24, 2023	DEADLINE:	May 31, 2023
TYPE OF POSITION			
<input checked="" type="checkbox"/> Permanent	<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Intermittent	
<input type="checkbox"/> Temporary	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Interim	

JOB DUTIES: Provides counseling and adoptive case management services to children in the custody of the Agency and adoptive families and parents. Completes assessments of each prospective adoptive child; develops permanent placement plan(s) to address the assessed needs of each child (e.g., personal health, emotional problems or concerns, relationships, etc.); based upon the needs of each child, reviews resources to identify and actively recruit prospective adoption families/placements; organizes and conducts adoption education classes designed to prepare prospective foster and adoptive parents and families for issues and/or problems that arise due to adoption or special needs; conducts in-depth interviews and Home Studies of potential adoptive placements assessing ability to provide appropriate care and support of foster and/or adoptive child; coordinates and/or provides pre-adoption and post-adoption counseling and training to all parties; assists with organization and planning of adoption parents support groups monitors and conducts home visits of adoptive placements. As assigned, represents the Agency in court providing case testimony. Represents the Agency and adoptive family in subsidy negotiations.

When required, assists in the recruitment, monitoring and counseling to parents and Agency foster care providers.

Documents and maintains records in accordance with State and Agency policies, including timely and accurate documentation in SACWIS.

Prepares and maintains assigned and/or required reports, documents and case records, including but not limited to: Adoption Proposals, Foster Care and/or Adoptive Home Studies, Subsidy Proposals, Registrations and Redeterminations, Court Summaries and Child Summaries. Maintains documentation in SACWIS and scans and enters data and documents into the Traverse document imaging system.

Arranges, schedules and monitors various services to children and adoptive/prospective adoptive families. Services include counseling, medical, home visits, etc. As assigned, provides or arranges transportation services to children to attend such services.

Deals with emergency situations that occur with families on caseload. When scheduled, provides on-call emergency children services and, as needed, adult protective duties (evenings, weekends, holidays). On-call duties include: investigates complaints of child abuse/neglect; interviews adults, children, school officials, medical providers, etc., to obtain facts or information pertaining to complaint; provides crisis intervention and counseling to all parties involved,

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recommends or removes child from environment if a danger to health and safety of the child exists; maintains all appropriate Agency and State documentation related to on-call duties.

Assists and/or takes applications and determines eligibility for families/children for various supportive services to address child abuse/neglect issues. Such supportive services include, but are not limited to: ESSA Reunification, ESSA Preservation, PRC, Independent Living, Adoption Assistance documentation as to eligibility of the family/child.

As assigned, participates in program/service evaluation and PQI activities. Supports and enhances the Agency's effort to utilize program evaluation to increase effectiveness of services and COA. As assigned, may serve on various committees or projects (e.g., Safety Committee, PQI Committee, etc.).

Attends workshops, seminars, conferences, etc., related to adoption services and Children Services. Utilizes materials to maintain updated adoption training programs.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

One year of experience as a Social Services Worker 1, 30131 and valid driver's license.

OR

Completion of graduate core coursework in behavioral science, social science early childhood development, education or related fields; and valid driver's license.

OR

Completion of undergraduate major core coursework or two years technical training in behavioral science, social science, early childhood development technology, education or related field. Also requires one year of experience in a position similar to a Social Services Worker 1, 30131 or working with children/adults in need of or receiving protective services, or handling adoptions, or counseling persons who have experienced abuse/neglect, and a valid driver's license.

OR

Two courses in adult psychology one of which must be in the area of gerontology or twelve months experience, two courses or twelve months experience in child psychology, two courses in social welfare or other sociology related topic or twelve months experience, two course or twelve months experience in counseling, one course or six months experience in interviewing techniques, one course or six months experience in domestic violence, and one course or six months experience in courtroom procedures. Also requires one year of experience in a position similar to a Social Services Worker 1, 30131 or working with children/adults in need of or receiving protective services, or handling adoptions, or counseling persons who have experienced abuse/neglect, and a valid driver's license.

OR

Education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

ADDITIONAL POSITION SPECIFIC MINIMUM QUALIFICATIONS (AGENCY QUALIFICATIONS):

- Regular and punctual attendance in order to maintain and fulfill job duties and responsibilities.
- Subject to emergency on-call 24 hours, seven days per week.
- May be exposed to hostile youth/clients.
- May be exposed to infectious clients/diseases and environment.
- Physical mobility to make home visits and inspections (e.g., climb stairs, enter confined spaces, etc.), assist in the care and transportation of children and adults (e.g., carry/transport children, etc.), and to perform and attend required training activities.
- Evening and weekend work hours.
- Demonstrate strength to lift up to 40 lbs. in order to lift/carry children or to demonstrate/complete family tasks/skills.
- As driving is an essential function, must maintain acceptable driving record as determined by Licking County Government.