

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE
ANNOUNCEMENT OF VACANCY**

Posting Date: 4/23/2024

Response Deadline: until filled

Agency: Butler County Job & Family Services – Children Services Division	Job Title: Social Services Worker 3 - Permanency multiple openings
Classified: X Unclassified: <input type="checkbox"/>	Bargaining Unit: Yes X No <input type="checkbox"/>
Overtime Exempt: Yes <input type="checkbox"/> No X	Starting Salary: \$21.42 per hour
Location: 300 N. Fair Ave, Hamilton OH 45011	Hours of Work: 40 hours/week, M-F 8:00 a.m. – 5:00 p.m.

Essential Functions:

- 1) Make investigations of cases of possible child neglect or abuse and assessments of other requests for agency services in non-protective cases. Use agency criteria to determine safety and risk considerations in child's living environment.
- 2) Make and maintain contacts with schools, doctors, hospitals, police agencies and others to investigate complaints and initiate and implement plans for service. Record contact information in SACWIS as prescribed in BCCS Policy.
- 3) Encourage family participation in developing and implementing casework plans, identifying and meeting the needs of children, and encouraging participation and compliance by adult members.
- 4) Participate in court hearings and administrative reviews.
- 5) Initiate legal action(s) to protect child including basic knowledge and familiarity with applicable laws, rules of court and evidence and legal procedures for protection of children.
- 6) Write and complete reports, correspondence, case plans, case histories, case summaries, contracts and other documents; maintain necessary records and files; prepare court summaries and complete court reviews.
- 7) Monitor the safety and well-being of children at home or in out of home placement.
- 8) Does crisis intervention counseling.
- 9) Attend workshops and training sessions. Responsible to serve On-Call duty in Agency's 24-hour emergency and crisis services to families and/or children in need. Perform duties under direction of On-Call supervisor.
- 10) Perform other duties as assigned by Intervention Supervisor or other BCCS Administration.

Required Qualifications:

- Requires at least completion of course work for Bachelor's degree (social work, sociology, psychology, home training) as required by college or university and twelve (12) months paid experience. Prefer completion of course work for Master's degree in subjects outlined above and appropriate paid work experience.
- Honesty, highest personal integrity.
- Ability to establish effective working relationships with staff, administration and other professionals.

Selection Procedure: Resumes and Interviews

Submit Cover Letter and Resume To: resumes@bcOhio.gov (indicate job title in subject line)

BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS

Pursuant to the ADA Amendments Act of 2008, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

AN EQUAL OPPORTUNITY EMPLOYER