



Perry County Job and Family Services

Fulltime Employment Opportunity

Position Title: Social Services Worker 2

Date posted: 1/10/2018

Closing date: 01/20/2018

Starting Rate: \$18.35

Full time: Monday-Friday, 8:00am - 4:30pm (+on call)

POSITION FUNCTIONS:

- Investigates reports of abuse, neglect and/or exploitation of adults offering protective services
- Counsels clients and/or their families concerning adjustment, available services and/or legal procedures
- Prepare cases for administrative or judicial procedures, adhere to procedural deadlines
- Engages the court as necessary to establish legal guardianship for older adults
- Serves as on-call social service worker (weekends, holidays, after hours)
- Determines eligibility for emergency assistance and self-sufficiency assistance programs (e.g., PRC)
- Develops TANF worksites
- Comprehensive Case Management Employment Program (CCMEP)
- Determines eligibility for Title XX services including transportation
- Conducts mandatory training classes for Day Care providers and recruits new Day Care providers
- Certifies homes/providers for Day Care ensuring providers are certified and in compliance
- Completes ongoing home inspections of Day Care providers
- Completes paperwork for Parent Provider Investigation (PPI)
- Calculates manual payments as necessary for submission to the state
- Assists eligible Re-entry individuals with employment search, education/training and referrals
- Provides counseling services to customers by devising service plans and case management services
- Documents and maintains confidential case records
- Prepares and compiles client's social histories, court documents and other material to assist with referrals
- Documents cases and writes reports to ensure compliance with federal and state regulations
- Acts as community liaison by partnering with local agencies developing positive client focused outcomes
- Attends meetings, training and workshops as requested
- 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 of 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 courses 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.*

Applications can be found online at www.PerryJFS.org or picked up at Perry County Job & Family Services, 212 S. Main Street PO Box 311, New Lexington, Ohio 43764. Applications must include a resume and be returned to Perry County Job & Family Services at the above address.

Director, Cheryl Boley

212 S. Main St. • P.O. Box 311 New Lexington, Ohio 43764

Phone: (740) 342-3551 • Fax: (740) 342-5491

www.perryjfs.org