



# Perry County Job and Family Services

## EXTERNAL POSTING

**Classification:** Social Services Worker II  
**Department:** Social Services Unit  
**Pay Range:** 28  
**PCN:** TDB

**Usual Working title:** Social Services Worker II  
**Normal working hours:** 8am – 4:30pm  
**Step 1 - Starting Rate:** \$19.18

**Posted:** January 6, 2021

**Application Deadline:** January 31, 2021

Applications are available online [https://www.perryjfs.org/agency\\_human\\_resources.html](https://www.perryjfs.org/agency_human_resources.html) . Submit by mail or email - resume, completed application *and 3 professional references - attention B. Newell* - Perry County Job & Family Services, 212 S. Main Street PO Box 311, New Lexington, Ohio 43764.  
*Or by email – BRENDA.NEWELL04@JFS.OHIO.GOV*

### RESPONSIBILITIES:

- Investigate reports of abuse, neglect, or exploitation of adults and offers protective services, make arrangements & referrals for adults in need of such services
- Utilizes the legal and court system as necessary to provide APS
- Assist in the development of social services programs
- All programs, active, pending and in development per State, Federal, County and agency requirements
- All aspects of WIOA program
- Comprehensive Case Management Employment Program
- Provides Tutoring and Mentoring as needed
- Interviews clients for qualifying programs
- Offers comprehensive guidance counseling as needed
- Serves as back-up for Job Club
- Works with clients eligible for the Re-entry program
- Develops TANF worksites
- Counsels clients and/or their families concerning adjustment, available services and/or legal procedures
- Arranges and/or provides transportation to eligible clients
- Determines eligibility for Day Care services
- Determines eligibility for emergency assistance and self-sufficiency assistance programs (e.g., PRC)
- Certifies homes/providers for Day Care
- 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
- Conducts mandatory training classes for Day Care providers and recruits new Day Care providers
- Determines eligibility for Title XX services including transportation
- Provides counseling services to customers, devise service plans and providing case management services
- Coordinate Health Check services
- Provides gas vouchers
- Maintains accurate and timely case record

Director, Cheryl Boley

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[www.perryjfs.org](http://www.perryjfs.org)



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- Prepare and compile social history, court documents, referral data and supportive material

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- Complete form(s), progress notes and write reports as directed and as required by law/policy
- Comply with all Federal and State laws and standards
- Provide assistance to customer(s) in Resource Room, including completing resumes and applications.
- Provide outreach for Social Services. Establish and maintain working relationships with the community around involvement in client care.
- Attends meetings, training and workshops as requested.
- All other duties as assigned

### MINIMUM CIVIL SERVICE QUALIFICATIONS:

- Completion of a 4 year degree from an accredited college in social work or similar area of study preferred.
- 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.**