



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

MULTIPLE POSITIONS AVAILABLE

JOB CLASSIFICATION TITLE: ONGOING CASEWORKER
ASSESSMENT/INVESTIGATIVE CASEWORKER
ADOPTION CASEWORKER

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

WAGE RATE:
CASEWORKER I \$20.25/ HOUR (365 DAYS)
CASEWORKER II \$21.74 - \$23.74/HOUR (365 DAYS)

SCHEDULED HOURS: 40 HOURS PER WEEK

CIVIL SERVICE STATUS: CLASSIFIED

***POSITIONS REQUIRE A BACHELOR'S DEGREE IN SOCIAL WORK OR CLOSELY
RELATED FIELD**

SEE ATTACHED JOB DESCRIPTIONS FOR MINIMUM

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THESE POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF
TIME NOT LESS THAN SEVEN (7) CONSECUTIVE
CALENDAR DAYS, BEGINNING MAY 22, 2024

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 TO: WCCOMMAPP@CO.WARREN.OH.US PLEASE CONTACT SUSAN SPENCER
WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITIONS ARE FILLED.

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

PERKS & BENEFITS WORKING FOR WARREN COUNTY



WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



BENEFITS

- Health Insurance*



RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System*

Health Insurance - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$270 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

Retirement - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT WWW.CO.WARREN.OH.US FOR ALL JOB POSTINGS.
QUESTIONS CALL: SUE SPENCER 513.695.1747

ASSESSMENT/INVESTIGATIVE CASEWORKER

Under general supervision, work with families at risk of child maltreatment, screened in for assessment/investigation, as partners to identify family strengths, needs, and risks or concerns that are interfering with child safety, healthy child development, and/or family stability and well-being. Use standardized tools and protocols to assess and document safety and risk. View family strengths and needs holistically and make appropriate service and support recommendations based on assessments and established goals. Facilitate family's ability to meet goals through engagement, communication, support, and connections to services. Implement crisis intervention techniques as needed to ensure child safety; may require work during non-traditional hours. Complete case documentation and data entry on a timely basis to contribute to agency's continuous quality improvement and evaluation efforts.

ONGOING CASEWORKER

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. Use standardized tools and protocols to assess and document safety and risk. View family strengths and needs holistically and make appropriate service and support recommendations based on assessments and established goals. Facilitate family's ability to meet goals through engagement, communication, support, and connections to services. Implement crisis intervention techniques as needed to ensure child safety; may require work during non-traditional hours. Complete case documentation and data entry on a timely basis to contribute to agency's continuous quality improvement and evaluation efforts.

ADOPTION CASEWORKER

Under general supervision, provides case management services for children in the permanent custody of Warren County Children Services; perform recruitment and matching activities for children waiting for adoption; provides Post Adoption services to adoptive families and children including but not limited to Adoption Assistance and supportive services; prepare and maintain records and reports within the constructs of federal, state and local rule; collaborates with community services partners, testifying in court proceedings, preparation of court documents