



**BOARD OF COUNTY COMMISSIONERS**  
**WARREN COUNTY, OHIO**  
406 Justice Drive, Lebanon, Ohio 45036  
[www.co.warren.oh.us](http://www.co.warren.oh.us)  
[Commissioners@co.warren.oh.us](mailto:Commissioners@co.warren.oh.us)

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OFFICE OF MANAGEMENT AND BUDGET

JOB CLASSIFICATION TITLE: PROTECTIVE SERVICES CASEWORKER  
I OR II  
(DEPENDING ON QUALIFICATIONS)

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

WAGE RATE:  
ON-GOING/INVESTIGATIVE CASEWORKER I \$20.25/ HOUR (365 DAYS)  
ON-GOING/INVESTIGATIVE 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 JUNE 26, 2023

VISIT [WWW.CO.WARREN.OH.US](http://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](mailto: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 **\$259 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](http://WWW.CO.WARREN.OH.US) FOR ALL JOB POSTINGS.  
QUESTIONS CALL: SUE SPENCER 513.695.1747

**WARREN COUNTY COMMISSIONERS**  
**POSITION DESCRIPTION**

**POSITION TITLE: PROTECTIVE SERVICES CASEWORKER (I, II, III)**

**INCUMBENT:**

**CLASS TITLE: ON-GOING CASEWORKER II**

<b>Department: Children Services</b>	<b>FSLA Status: Non-Exempt</b>
<b>Reports To: Ongoing Supervisor</b>	<b>Civil Service Status: Classified</b>
<b>Pay Range: 14-18</b>	<b>Employment Status: Full Time</b>
<b>Probation: 365 days</b>	<b>Lunch: ½ hour; Unpaid</b>
<b>Work Hours: 8:00am to 4:30pm</b>	

**JOB RESPONSIBILITIES:**

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.

**QUALIFICATIONS:** Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below.

- Any combination of training and work experience which indicates possession of the skills, knowledge, and abilities to perform job responsibilities. The minimum qualifications are a Bachelor's degree in Social Work or a closely related field, strong written and verbal communication skills, as well as adherence to detail.
- Able to demonstrate a strengths-based and solution-focused perspective in helping at-risk families. Organized. Goal-oriented. Able to work with diverse populations in a culturally competent manner. Able to work collaboratively with parents, children, family-identified supports, and other community partners to establish objectives and facilitate achievement of goals.
- Balance of critical thinking skills and empathy for individuals. Excellent communication skills. Demonstrated ability to put judgments aside and view families as partners.
- Able to timely and accurately complete assessments and case documentation.
- Proficiency in computer skills

**LICENSURE AND CERTIFICATION REQUIREMENTS:**

Valid Ohio Driver's License and dependable transportation  
Auto insurance required by law and agency needs  
102 hours CORE Child Welfare training in the first year of employment  
36 hours of training annually after the completion of CORE

**ESSENTIAL FUNCTIONS:**

1. Provide case management/protective services to children and families both in home and with families where our agency has the child in custody (includes transportation of the children).
2. Establish working relationships with families to identify problems and goals.
3. Assess safety of children according to established safety factors and based upon training, judgement, education, and agency protocol.
4. Develop case plans consistent with statutory requirements which address identified problems by means of measurable, observable objectives and appropriate services.
5. Coordinate services with community and area service providers.
6. Assist families in accessing services, including information and referrals, reasonable transportation.
7. Monitor and assess progress and achievement of case plan goals; amend case plans as necessary and required by statute and rule.
8. Consult with prosecutor regarding Juvenile Court intervention.
9. File complaints in Juvenile Court; prepare for hearings, testify, submit case plans and amendments, reports, and recommendations as required.
10. Prepare for and participate in mandatory case reviews for all families.
11. Conduct and prepare reports of home investigations ordered by Juvenile Court.
12. Conduct and prepare interstate and intrastate home evaluations for purposes of placement and/or provision of supportive services; may also include courtesy supervision.
13. Conduct investigations of alleged abuse/neglect in already open cases.
14. Demonstrate regular and predictable attendance.
15. Other duties as required
16. Follow all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.

**KNOWLEDGE, SKILLS, AND ABILITIES:** (\*indicates developed after employment)

**KNOWLEDGE of:**

LEGAL REQUIREMENTS PERTAINING TO CHILD ABUSE, NEGLECT AND DEPENDENCY AND PROVISION OF PROTECTIVE AND SUPPORTIVE SERVICES; CHILD WELFARE CASEWORK METHODS AND PRACTICE; CRISIS INTERVENTION AND COMMUNITY RESOURCES. HUMAN BEHAVIOR, CHILD DEVELOPMENT, AND FAMILY SYSTEMS; DEFINITION, PHILOSOPHY, VALUES, OUTCOMES AND PRACTICE IMPLICATIONS REGARDING A FAMILY-CENTERED, NEIGHBORHOOD-BASED APPROACH TO SERVICE DELIVERY; IMPACT OF SOCIETAL BIASES ON SERVICE DELIVERY (E.G., RACE, CLASS, POWER); OHIO DEPARTMENT OF HUMAN SERVICES RULES AND REGULATIONS REGARDING PROTECTIVE AND PLACEMENT SERVICES; AGENCY POLICIES AND PROCEDURES; COMMUNITY RESOURCES; AGENCY MISSION; KNOWLEDGE OF MICROSOFT SOFTWARE.

**ABILITY to:**

CONDUCT EFFECTIVE INTERVIEWS; DEFINE PROBLEMS, COLLECT FACTUAL DATA, AND DRAW VALID, OBJECTIVE CONCLUSIONS; PREPARE ACCURATE, CONCISE, FACTUAL AND OBJECTIVE WRITTEN RECORDS, REPORTS, CORRESPONDENCE, AND FORMS IN CONFORMITY WITH MANDATORY TIME FRAMES; EXERCISE SOUND JUDGEMENT IN SENSITIVE, STRESSFUL, OR POSSIBLY DANGEROUS SITUATIONS, DEVELOP AND MAINTAIN MUTUALLY RESPECTFUL WORKING RELATIONSHIPS WITH CHILDREN SERVICES STAFF, LAW ENFORCEMENT, PROSECUTOR, COURTS, OTHER AGENCIES AND PUBLIC SERVICES PROVIDERS, AND THE GENERAL PUBLIC; ABILITY TO WORK INDEPENDENTLY AND STRUCTURE TIME EFFICIENTLY, MAINTAIN NEAT APPEARANCE, COURTEOUS AND PROFESSIONAL DEMEANOR AT ALL TIMES.

**SKILLS in:**

THE IDEAL CANDIDATE WILL HAVE THE FOLLOWING SKILLS SETS: ENGAGING, ASSESSING, PARTNERING, PLANNING, IMPLEMENTING, EVALUATING, ADVOCATING, COMMUNICATING, DEMONSTRATING CULTURAL AND DIVERSITY COMPETENCE, COLLABORATING.  
AUTOMOBILE OPERATION AND SAFETY; IN USE OF OFFICE EQUIPMENT (COMPUTER SYSTEM, TELEPHONE SYSTEM, MICROSOFT OFFICE, WORD, AND EXCEL).

**SIGNATURE**

**My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.**

\_\_\_\_\_  
**(Employee's Signature)**

\_\_\_\_\_  
**(Date)**