

**ERIE COUNTY
JOB POSTING #2024-016**

POSITION: FT Social Services Worker III

DEPARTMENT: Job and Family Services

SALARY: \$21.47/hr. (plus \$0.50/hr degree stipend) –
Probationary Bachelor's Degree
\$22.32/hr. (plus \$0.50/hr degree stipend) –
After Probation Bachelor's Degree

POSTING DATE: 8:00 a.m., March 4, 2024

CLOSING DATE: 4:30 p.m., December 31, 2024

MINIMUM REQUIREMENTS

Bachelors or Master's Degree in Social Services, Psychology, or a related field. Knowledge of counseling, case management, interviewing, psychology and/or human behavior, sociology or social work, agency and/or community counseling programs and services specific to area in which employed, e.g., adoption and foster care programs, federal and state regulations governing delivery of services, e.g., foster home certification. Valid driver's license. Erie County Residency preferred.

Pre-employment physical and drug screen required.

An in-depth job description can be reviewed at the Human Resources Office at 2900 Columbus Avenue, Sandusky, OH 44870.

Qualified applicants apply at the Department of Human Resources, 2900 Columbus Avenue, Suite 210, Sandusky, Ohio OR visit Erie County's website, www.eriecounty.oh.gov, where employment applications and current job postings are available for viewing and/or downloading. Applications are also available and accepted at OhioMeansJobs at Erie County Job and Family Services, 221 West Parish Street, Sandusky (operating hours 8:00 a.m. - 4:30 p.m. Monday through Friday). PLEASE NOTE: A completed Erie County application must be received in the Human Resources Department by 4:30 p.m., 12/31/2024. EOE/AA/ADA

Approved for Content Mark SWa 2/27/24

Approved for Posting JS JPA 2/29/24

2024-016

ERIE COUNTY JOB OPENING ANNOUNCEMENT

Where Applications Taken:

Erie County Human Resources Office
Erie County Services Center
Second Floor, Room 210
2900 Columbus Avenue
Sandusky, Ohio 44870

Office Hours:
8:00 a.m. till 4:30 p.m.
Monday through Friday

Where Postings Sent:

| | |
|----------------------------|--------------------------|
| Erie County Care Facility | Human Resources |
| Erie County Court | Courthouse |
| BGSU Firelands Campus | Erie County Office Bldg. |
| Ohio Business College | B.V.R. |
| Goodwill | |
| Health Department | C.A.C. |
| Local Newspaper | NAACP |
| SHS Vocational Ed. | Terra Tech |
| All County Bulletin Boards | Your Job Store |

ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Erie County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services.

DEPARTMENT: Job and Family Services POSITION: Social Services Worker III

POSTING DATE: 8:00 a.m., Monday
March 4, 2024 **LOCATION:** 221 W. Parish Street
Sandusky, Ohio 44870

CLOSING DATE: 4:30 p.m.,
December 31, 2024 **WORKING HOURS:** 7:00 a.m. – 5:00 p.m.
Monday – Friday
(40 hrs./flexible hrs.)

EFFECTIVE DATE: A.S.A.P **SALARY:** \$21.47/hr.- Probationary - Bachelors
\$22.32/hr. - @Probation - Bachelors

Description of Job:

Under general supervision of the Social Services Supervisor I in Children Services Department.
Position funding will be reviewed on an annual basis.

Essential Job Responsibilities

- Responsible for total case management utilizing social work skills for assigned cases; including implementation of policies and procedures in compliance with state regulations and mandates for assigned area of child welfare.
- Areas of assignment may include but not limited to, on-call and scheduled protective services including investigation, assessment, intervention, monitoring, etc.
 - Responsible for custody investigations for agency and court ordered.
 - All phases of Foster Care Program.
 - All phases of Adoption Program
 - Various placement supervision and investigations.
- Responsible for providing information and referral services.
- Responsible for preparing court related documents and providing court testimony when required.
- Responsible for maintaining a comprehensive record-keeping system, including preparation of social histories, case plans, home studies, etc., in compliance with agency standards.
- Responsible for providing counseling services when required, including individual and family, focusing on treatment and intervention.
- Responsible for establishing and maintaining professional relationships with other agencies.
- Attend training conferences, seminars as required (overnight stay may be required.)
- Perform other duties as assigned.

Minimum Qualifications:

- Knowledge of counseling, case management, interviewing, psychology and/or human behavior, sociology or social work, agency and/or community counseling programs and services specific to area in which employed, e.g. adoption and foster care programs, federal and state regulations governing delivery of services, e.g., foster home certification.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to apply principles to solve practical, everyday problems dealing with a variety of variables.
- Ability to recognize unusual or threatening conditions and take appropriate emergency action.
- Ability to critique individual programming and make feasible recommendations.
- Ability to gather, collate and classify information about date, people, things.
- Ability to develop good rapport with co-workers.
- Knowledge of treatment team concepts.
- Ability to establish goals and objectives.
- Ability to deal with large number of variables and determine specific courses of action on basis of need.
- Ability to use statistical analysis.
- Knowledge of agency practices and procedures.
- Ability to prepare routine business letters reflecting standard procedure.
- Ability to write accurate and meaningful reports.
- Ability to carry out instructions in written or oral form.
- Ability to work alone on most tasks.
- Knowledge of public relations.
- Ability to prepare and deliver speeches before general public.

Minimum Qualifications (Cont.):

- Skill in operation of a motor vehicle.
- Valid driver's license.

Educational Requirements:

- Bachelors or Master's Degree in Social Services, Psychology, Sociology, or related field.

Preferred Qualifications:

- Erie County Residency

Physical Requirements:

- Alternate frequently between sitting/standing/walking throughout an eight (8) hour workday.
- Lift/carry a minimum of eight (8) pounds.
- Reaching with bilateral upper extremities into/up to/down to various heights.
- Push/pull with twenty (20) pounds of initial force.
- Climb onto stepladder (2 steps).
- Bend/squat/crouch/kneel.
- Able to ascend/descend stairs.

WRITTEN APPLICATIONS MUST BE COMPLETED BY CLOSING DATE