

CASEWORKER II – ONGOING DEPARTMENT

Wayne County Children Services is currently accepting applications for full-time Caseworker II positions in our Ongoing Department.

Qualifications:

- Bachelor's Degree in Social Work (preferred), or a related field
- LSW/LISW or eligibility for licensure by the State of Ohio preferred, but not required
- Valid Ohio driver's license and acceptable driving record as defined by Agency policy
- Flexibility in daily routines
- Keyboard/computer literate
- **Position is on-call approximately two weeks per year. While on-call, employee must reside within a one (1) hour response time to all points in Wayne County. ****

Job Responsibilities include, but are not limited to:

- Case Management
 - Visits with families in the home to perform risk assessment according to established guidelines
 - Make referrals
 - Prepare and monitor case plans
 - Meet with parents and foster parents
 - Collect collateral sources from schools, volunteers, etc.
 - Staffing with supervisor and other agency personnel regarding cases
 - After hours on-call in rotation with other caseworkers**
- Administrative
 - Case dictation and SACWIS documentation
 - Complete forms and internal documents
 - Prepare for and participate in Semi-Annual Administrative Reviews and Family Team Meetings
 - Transport clients to and from appointments
 - Time and mileage documentation
 - Correspondence with clients, service providers, etc.
 - Participate in training opportunities
- Legal
 - With attorney, prepare cases for court, attend court hearings and provide testimony

Benefits include hourly rate of \$16.85 to \$20.22 depending on child welfare experience; paid sick leave, vacation, personal time and holidays; OPERS; cell phone stipend; mileage reimbursement; health, dental, prescription, optical and life insurance; on-call pay; flex hours. We are an equal opportunity employer.

Application must accompany resume and may be downloaded from our website (www.waynecsb.org).

Mail, fax or email completed application & resume to:

Lisa Cygan, Human Resource Director

Wayne County Children Services

2534 Burbank Rd.

Wooster, OH 44691

Fax: 330-345-1282.

Email: Lisa.Cygan@jfs.ohio.gov

Applications will be excepted until the positions are filled.

NOTE: Due to the volume of applications we receive, we are unable to take phone calls regarding this employment opportunity. Please be assured that your application and resume will be reviewed and we will contact you if we wish to set up an interview.