

## CASEWORKER II – ONGOING & FLOATER POSITIONS

Wayne County Children Services is currently accepting applications for full-time Caseworker II positions. These positions are Ongoing and Floater positions. The Floater position can be assigned cases in Intake, Ongoing or Placement.

### 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/Investigations
  - Visits with families in the home to perform risk assessment according to established guidelines
  - Ensure safety of children
  - Make referrals and provide recommendations to families
  - Prepare and monitor case plans
  - Screen incoming phone calls
  - Meet with parents and foster parents
  - Interview adults, children and collateral sources
  - Staffing with supervisor and other agency personnel regarding cases
  - Prioritize calls and determine timelines
  - Check SACWIS and other sources for family information
  - After hours on-call in rotation with other caseworkers\*\*
- Placement
  - Match placement needs of child with available family resources
  - Arrange and facilitate pre-placement visits
  - Monitor and evaluate placements
  - Act as liaison between foster/adoptive families
  - Identify potential disruptions in placements
  - Develop, organize, conduct and host training
  - Provide post-finalization supervision to adoptive families
  - Screen applicants for compliance with state qualifications for licensure and/or approval as an adoptive family
  - Visit homes of prospective and current foster/adoptive/kinship families
  - Complete home studies
  - Investigate allegations of foster home rule violations and develop/implement corrective action plans as needed
- 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 minimum hourly rate of \$16.85, depending on child welfare experience; LSW/LISW stipend; 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](http://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](mailto:Lisa.Cygan@jfs.ohio.gov)

Applications will be excepted until 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.**