

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE
ANNOUNCEMENT OF VACANCY**

Posting Date: 7/28/21

Response Deadline: open until filled

Agency: Butler County Department of Job & Family Services – Children Services Division	Job Title: SS Wkr 4 – Part Time Screener (PCN 02:22008.5)
Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/>	Bargaining Unit Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Overtime Exempt Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Starting Salary: \$21.19 per hour
Work Location: 300 N. Fair Avenue	Hours of Work: Every other Saturday and Sunday, 5:00pm – 11:30pm

Essential Functions:

- Assumes the responsibility of the Screener Supervisor in his/her absence.
- Receives and processes incoming referrals for Agency regarding the abuse/neglect/dependency of children.
- Prepares initial referral write-ups, opens and screen cases through Agency records and completes reports submitted to state for registry.
- Interviews clients and others, otherwise collects information regarding referrals made and makes recommendations to Supervisor regarding response time for referrals processed.
- Assists other Social Workers in direct service delivery in areas related to the protection and placement of children.
- Writes and completes reports, records and other correspondence as required by supervisor and administration.
- Directs some investigations of cases of possible child neglect or abuse and assessments of other requests for agency services in non-protective cases.
- Counsels emotionally disturbed children, adolescents and parents to determine emotional basis of problems.
- Makes contacts with schools, doctors, hospitals, police agencies and others to investigate complaints and initiate and implement plans for service.
- Does crisis intervention counseling as needed.
- Attend workshops and training sessions to increase skills.
- Performs other duties as assigned by Screener supervisor or other supervision.

Required Qualifications:

- Requires completion of course work for Bachelor's degree (preferably in the field of social work, sociology, psychology or criminology) as required by the college or university and at least two years appropriate paid work experience at the level of a Social Services Worker 3 or equivalent in child protective services. Prefer completion of course work for Master's degree in subjects outlined above in addition to work experience.
- Honesty, highest personal integrity.
- Ability to establish effective working relationships with staff, administration and other professionals.

Selection Procedure:

Resumes and Interviews

Submit Cover Letter

and Resume To:

(please indicate Job Title in Cover Letter)

Butler County Commissioners Personnel Office
315 High Street, Suite 640
Hamilton, OH 45011

Or by email to: resumes@butlercountyohio.org

(please indicate Job Title in subject line)

BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS

Pursuant to the ADA Amendments Act of 2008, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

AN EQUAL OPPORTUNITY EMPLOYER