

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

Posting Date: 1/18/18

Response Deadline: 1/25/18

Agency: Butler County Department of Job & Family Services	Job Title: Social Services Worker 2 – Adult Protective Services (02:24012)
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"/>	Salary: \$19.20/hour
Work Location: 300 N. Fair Avenue	Hours of Work: 40 hours/week 7:30 a.m.-4:00 p.m. or 8:00 a.m.-4:30 p.m.

Essential Functions:

Provides intake and on-going direct services for adult caseload over the age of 18, investigates and determines the need for Adult Protective services, provides voluntary and involuntary protective services to adults, in cases of an involuntary protective service for the over age 60 population, court action may be necessary to obtain temporary restraining order to prevent the interference or obstruction of gaining access to the client, the worker may also have to petition for court ordered protective services on an emergency or routine basis, the worker may also have to petition for court ordered protective services on an emergency or routine basis, the worker may also have to petition court to restrain others from interfering with the provision of protective services, provides other adult services as well as protective services (e.g., transportation, housing, nursing home placement, discharge planning, and health related), arranges services through other community resources that worker does not deliver directly (e.g., home maker/home health aides, legal, congregate meals,, etc.), worker devises and implement service plans, reviews service plans, gathers documentation to established eligibility and also proved support to clients. Writes case dictation, reports correspondence, case histories, summaries, plans, etc., and maintains necessary records and files, responsible to report all direct services given. Maintains contact with other community and governmental agencies, clients, family and friends, courts, etc., to obtain information, coordinate and provide services. Attends conferences, workshops, training sessions, and other meetings to receive or give information, represents agency at meetings.

Required Qualifications:

- Completion of undergraduate (graduate degree preferred) degree program in social work, sociology, psychology, or related field, and current valid driver's license.
- Or 1 year experience as a Social Services Worker 1 with an under degree and current valid driver's license.
- Or completion of undergraduate degree in an unrelated field including three courses in public relations and three courses in interviewing, and two years paid related experience, and a current valid driver's license.
- Or alternative, equivalent evidence of the Minimum Qualifications stated above.

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