

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

**Posting Date:** 7-31-20

**Response Deadline:** 8-31-2020

<b>Agency:</b> Butler County Department of Job & Family Services – Children Services Division	<b>Job Title:</b> Social Services Worker 3 – Kinship Home Study Specialist ( <b>PCN: 02:21302</b> )
<b>Classified</b> <input checked="" type="checkbox"/> <b>Unclassified</b> <input type="checkbox"/>	<b>Bargaining Unit</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Overtime Exempt</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Starting Salary:</b> \$18.77 -\$25.51 per hour
<b>Work Location:</b> 300 N. Fair Avenue	<b>Hours of Work:</b> 40 hours/week, M-F 8:00 a.m. – 5:00 p.m.

**Essential Functions:**

- Conducts home studies, updates, and all associated tasks on relatives or non relatives in accordance with ODJFS and BCCS rules and policies and in a way that is culturally sensitive, in order to determine their suitability to provide substitute care for children referred by BCCSB staff, Juvenile Court or out-of-county / out-of-state agencies.
- Completes home study report and all required documentation in the SACWIS system and/or other necessary format within required timelines established by ODJFS and/or BCCS. Provides documentation to the intake, ongoing, adoption unit, court or to other social service agencies documenting the appropriateness of a substitute care provider upon completion of the home study assessment process.
- Makes recommendations and/or refers relative/non relative substitute care providers and/or children to community resources for ongoing support in order to maintain and/or to sustain future placements.
- Provides education, counseling, community and neighborhood resource linkage and referrals to prospective relative/non-relative applicants.
- Communicates status and progress of home study with worker and/or agency requesting completion of the home study within recommended time frames. Collaborates with referent when necessary to coordinate visits with kinship applicant ensuring completion of home study & all associated activities.
- Provides testimony in court regarding home study assessment and any additional activities associated with the involvement of the kinship applicant related to completion of the home study.
- Participates in case staffings, FCC's, SAR's and other case conferences involving kinship applicant as needed.
- Assists the unit with providing coverage for Pre-Service training and completes all tasks associated with preparation and execution of Pre-Service training when coverage is needed.
- Performs other duties as assigned by supervisor.

**Required Qualifications:**

- Requires at least a Bachelor's degree in social work, sociology, psychology, or criminology, or other closely related field of study. Master's degree preferred. Must have at least twelve (12) months paid experience in a child protective agency or another child protective agency.
- Honesty, highest personal integrity and a passion for helping and working with children and families in crisis.
- Valid driver's license and good driving record.
- Ability to establish effective working relationships with staff, administration and other professionals.

**Selection Procedure:**

**Submit Cover Letter and Resume To:**

(please indicate Job Title in Cover Letter)

Resumes and Interviews

Butler County Commissioners Personnel Office

315 High Street, Suite 640

Hamilton, OH 45011

Or by email to: [resumes@butlercountyohio.org](mailto: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**