

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

**Posting Date:** 1/10/19

**Response Deadline:** 1/31/19

<b>Agency:</b> Butler County Department of Job & Family Services – Children Services Division	<b>Job Title:</b> Social Services Worker 3 - Permanency ( <b>PCN 02:21207</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>Salary:</b> \$18.40 -\$25.01 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:**

- Makes investigations of cases of possible child neglect or abuse and assessments of other requests for agency services in non-protective cases. Uses agency criteria to determine safety and risk considerations in child’s living environment.
- Makes and maintains contacts with schools, doctors, hospitals, police agencies and others to investigate complaints and initiate and implement plans for service. Records contact information in SACWIS as prescribed in BCCS Policy.
- Encourages family participation in developing and implementing casework plans, identifying and meeting the needs of children, and encouraging participation and compliance by adult members.
- Participates in court hearings and administrative reviews.
- Initiates legal action(s) to protect child including basic knowledge and familiarity with applicable laws, rules of court and evidence and legal procedures for protection of children.
- Writes and completes reports, correspondence, case plans, case histories, case summaries, contracts and other documents; maintains necessary records and files; prepares court summaries and completes court reviews.
- Monitors the safety and well-being of children at home or in out of home placement.
- Does crisis intervention counseling.
- Attend workshops and training sessions. Responsible to serve On-Call duty in Agency’s 24-hour emergency and crisis services to families and/or children in need. Perform duties under direction of On-Call supervisor.
- Performs other duties as assigned by Intervention Supervisor or other BCCS Administration.

**Required Qualifications:**

- Requires at least completion of course work for Bachelor’s degree (social work, sociology, psychology, home training) as required by college or university and twelve (12) months paid experience. Prefer completion of course work for Master’s degree in subjects outlined above and appropriate paid 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](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**