

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

<b>Posting Date:</b> 3/15/19	<b>Response Deadline:</b> open until filled
<b>Agency:</b> Butler County Department of Job & Family Services – Children Services Division	<b>Job Title:</b> SS Wkr 4 – Part Time (After-Hours/Weekends) <b>(PCN 02:22012.5)</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> \$20.37 per hour
<b>Work Location:</b> 300 N. Fair Avenue	<b>Hours of Work:</b> Every other Saturday and Sunday, 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.
- Counsels emotionally disturbed children, adolescents and parents to determine the emotional basis of problems.
- Makes and maintains contacts with schools, doctors, hospitals, police agencies and others to investigate complaints and initiate and implement plans for service.
- Develops casework plans including permanent planning for children.
- 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.
- Does crisis intervention counseling.
- Attend workshops and training sessions.
- Performs other duties as assigned by Intake supervisor or other supervision.

**Required Qualifications:**

- Requires completion of course work for Bachelor\_s degree (preferably in the field of social work, sociology, psychology) as required by 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.
- Some weekend work will be performed at the employee's home. In this setting, the agency's dress code will not be enforced. However, when the employee is performing work in the field, the agency's dress code will be in effect.

**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**