

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

Posting Date: 03/22/2024

Response Deadline: until filled

Agency: Butler County Department of Job & Family Services	Job Title: Social Services Worker 2
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: \$20.15/hr. - \$25.81/hr.
Location: 4631 Dixie Hwy, Fairfield, OH 45014	Hours of Work: 40 hours/week 8:00 a.m.-4:30 p.m.

Essential Functions:

- Accept referrals from Workforce Innovation and Opportunity Act and Public Assistance Programs. Interview referrals to determine eligibility for Comprehensive Case Management and Employment Program (CCMEP). Provide intake and on-going case management services for low income individuals between the ages of 16 and 24. Complete state-mandated comprehensive assessment of low income individuals referred to the Comprehensive Case Management and Employment Program. Identify barriers faced by individual in obtaining and maintain employment. Gather documentation and information to complete the CCMEP Individual Opportunity Plans for each participant. Review plans to determine appropriate level of support and services to achieve success.
- Write case dictation, report correspondence, case histories, summaries, plans, etc., and maintain necessary records and files, responsible to report all direct services given.
- Maintain contact with other community and governmental agencies, client, to obtain information, coordinate and provide services.
- Attend conferences, workshops, training sessions, and other meetings to receive or give information, represent agency at meetings.
- All other duties as assigned by supervisor.

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
- One year experience as a Social Services Worker 1 with an undergraduate 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.

Selection Procedure: Resumes and Interviews

Submit Cover Letter and Resume To: resumes@bcOhio.gov (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