

Vacancy: Two Youth Leader II Positions

Children Service Unit/McCollough Children's Home (Shift Work)

Duties include but not limited to: Guides and supervisors children assigned to living quarters; schedules, assists, and monitors work assignments for the residents of the home; advises and guides the residents in meeting school work, resident work requirements; guides and advises and corrects when needed the behavior of the residents (following Ohio laws and agency policy); ensures that resident's basic needs are met (e.g., clothes, toiletries, support of and correction of actions, etc); resolve problems that the residents may have (by listening to the problem and advising them on what actions they may take to resolve the problem); performs general clerical duties; controls and accounts for activity or spending money that each resident may have.in his/her life, prepares meals as needed (breakfast, lunch, dinner); washes and dries clothes for residents as needed; organize-plan activities for residents; does cleaning of facility as needed, and as appropriate to assigned shift.

Transports residents to and from residence (e.g., school activities, doctor appointments, hospital, if needed, etc). Position requires driving in all kind of weather situations. Must be able to attend required trainings and staff meetings as assigned. Position requires shift work. Position requires a valid Ohio Driver's License and proof of County required auto insurance.

Qualifications: Minimum: Completion of undergraduate major core course work in psychology, social work, (human services), or similar field/or- one course or six months experience in child psychology, one course or six months experience in abnormal psychology, one course or six months experience in verbal communications, one course or six months experience in functional daily living skills; six months experience in social welfare, and one course or six months experience in child management; one course or six months experience in math and computer skills;/or education, training and/or experience in an amount equal to the Minimum Qualifications stated. Successful applicant must be able to support regular and predictable attendance. Position may require at various times lifting 25 to 50 lbs.

- Note:
- (1) If courses and/or experience are claimed to meet qualification, documentation must be provided.
  - (2) The successful applicant should be aware and prepared to deal with exposure to clients that could have various health/physical/mental/emotional problems and/or behavioral problems.

Applications for position must be made in writing. Submit application and resume to Human Resources, Jefferson County Department of Job and Family Services, 125 S 5<sup>th</sup> St., Steubenville, Ohio 43952.

THE JEFFERSON COUNTY DEPT. OF JOB AND FAMILY SERVICES is accepting applications for Social Service Case Workers in Children Services and Adult Protective Services

Summary of Essential Duties: The primary purpose of the Social Service Worker II position(s) is to investigate claims of abuse and neglect of older adults and/or children AND/OR maintain a caseload of children/adults/families who have previously been determined to require the protective assistance services of the agency (i.e. ongoing clients) as determined appropriate AND/OR manage caseload of foster care and/or adoption assessments and placements. In addition, the classification prepares child and/or older adult related cases for court, participates in legal action to establish legal guardianship in cases related to older adults/children, meets procedural deadlines governing the management of social services cases set by the State of Ohio and ensures that this documentation is complete, and serves as on-call social service worker (e.g. on weekends, holidays, and after normal business hours) as needed. (1) Investigates claims of abuses and neglect of older adults or children as an on-going or intake case worker; manages a caseload of older adults or children and families who have been determined to require the protective assistance of the services of the agency. (2) Ensures providers such as child care centers, nursing/boarding/group homes and hospitals are certified/licensed and operate in compliance with local, state and federal laws and regulations and/or determines and re-determines clients' eligibility for publicly funded social services programs. (3) Participates in legal action to establish legal guardianship in cases including testifying in court as necessary and or preparing of information in preparation for court filings. (4) Makes field and or office visits as needed; Makes referrals to other departments when applicable; Takes part as needed in hearing and or conferences; Attend all required training, workshops and seminars; Prepares and maintains case records and documentation; position may require lifting or carrying children or assisting adults. (5) Performs other assigned duties as required. Qualifications: Bachelor's Degree from accredited institution: Completion of course work for undergraduate major field of study (i.e. social work, sociology, psychology) as required by college or university; Employed at least 2 years in a human services related position and one year as a Social Service Worker I or II; A valid Driver's license and amount of auto insurance required by the county; Must participate in a background check including (FBI and BCI); Must have dependable transportation; Must have excellent computer skills; Must be able to support regular and predictable attendance; Must be able to endure unusual working conditions/regular exposure to hazards. Prefer individual with LSW or in position to obtain the LSW. Note: If courses are claimed to meet qualifications, documentation from the school must be provided. >Starting base wage: \$14 .20 an hour Submit Application to: Ohio Means Jobs (CAC) 114 North Fourth Street, Steubenville, Ohio 43952 to the Attention of Ion Hawthorne. (The JFS is an Equal Opportunity Employer)