



BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO
406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET

JOB CLASSIFICATION TITLE: FOSTER CARE/ADOPTION
CASEWORKER I

DEPARTMENT: JOB AND FAMILY SERVICES
CHILDREN SERVICES DIVISION

WAGE RATE: \$18.13 - \$22.16 PER HOUR

SCHEDULED HOURS: 40 HOURS PER WEEK

CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF TIME
NOT LESS THAN SEVEN (7) CONSECUTIVE CALENDAR
DAYS, BEGINNING JANUARY 9, 2019.

VISIT WWW.CO.WARREN.OH.US AND COMPLETE THE APPLICATION AS
FOLLOWS: CLICK ON JOB POSTINGS THEN CLICK ON WARREN COUNTY
APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR DESKTOP AND
EMAIL THE COMPLETED APPLICATION TO: WCCOMMAPP@CO.WARREN.OH.US
PLEASE CONTACT SUSAN SPENCER WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS MUST BE RECEIVED BY 4:30 P.M. JANUARY 16, 2019

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

Page 1 of 3

Position Title: Foster Care/Adoption Caseworker II **Incumbent:**
Class Title:

Department:	Job and Family Services Children Services Division	FLSA Status:	Non-Exempt
Reports To:	Caseworker Supervisor	Civil Service Status:	Classified
Pay Range:		Employment Status:	Full Time
Probation:	365 Days	Lunch:	Unpaid
Work Hours:	8:00 A.M. to 5:00 P.M.		

JOB RESPONSIBILITIES:

Under general supervision, completes Initial Homestudies, Recertifications, Amendments, and Annual Reviews for Adoptive or traditional and/or treatment foster families; coordinates recruitment activities for foster and adoptive homes; provides case management services for children in the permanent custody of Warren County Children Services; perform recruitment and matching activities for children waiting for adoption or for children in the temporary custody of Warren County Children Services; provides Post Adoption services to adoptive families and children including but not limited to Adoption Assistance, State Subsidies, Limited Adoption Aid Program, and Post Adoption Special Services Subsidy Program; prepare and maintains records and reports within the constructs of federal, state and local rule; collaborates with community services partners including testifying in court proceedings.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above.
An example of an acceptable qualification for this position is:

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities necessary to perform job responsibilities. The minimum qualifications for this position are; a four year college degree in Social Work or a closely related field, completion of Core Training, experience in Child Welfare, 36 hours of ongoing in-service training required by ODJFS and the ability to work independently completing a full range of case activities. The ability to meet or exceed expectations in past evaluations as a Caseworker I, with at least 2 years experience working as a Caseworker I.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Valid Ohio Driver's License
Dependable Transportation and Automobile Insurance
Completion of Adoption Assessor Training

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

ESSENTIAL FUNCTIONS:

1. Complete Initial Homestudies, Recertifications, Amendments, and Annual Reviews for adoptive and/or foster families. Completion of homestudies for traditional and treatment licensing.
2. Provide case management for children in the permanent custody of Warren County Children Services. This includes but is not limited to recruitment and matching activities for all children waiting for adoption; sending of home studies to other state or local private and public agencies, per the request of the adoptive family, and providing case plans and/or independent living assessments.
3. Recruitment and Matching for children in the temporary custody of Warren County Children Services. This includes locating a licensed home or facility for the child to reside and receive services.
4. Recruitment of Warren County families for possible licensure as a foster or adoptive family; recruitment activities would occur through community events, social media, and inquiries.
5. Case Management of Foster Care and Adoption Homes.
6. Provide post Adoption services to Warren County adoptive families and children. Administer Adoption Assistance, State Subsidies, Limited Adoption Aid Program, and Post Adoption Special Services Subsidy Program.
7. Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attend local, state and Warren County Children Services meetings and events when required for job completion.
2. Serve as liaison between foster/adoptive parents, caseworkers, and service providers.
3. Participate in weekly rotation of foster care and adoption inquiries with other unit staff.
4. Rotate after hours foster care support line with other unit staff.
5. Complete forms (mileage, time sheets, etc.).

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

6. Attend occasional after hours and weekend foster care and adoption events.
7. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: Necessary to perform duties.

Knowledge of: foster care and adoption rules from Ohio Department of Job and Family Services, Warren County Children Services Division policies and procedures, confidentiality law, child development and the effects of loss and separation, MEPA, and state monitoring;

Skill in: Oral, interviewing, Interpersonal, organization, assessment completion, composing of meaningful, clear, concise and objective written reports/correspondence and accurate form completion.

Ability to: Communicate effectively, exercise sound judgment under possible stressful or dangerous situations, collect, analyze and interpret data, develop and maintain working relationships with associates, probate court, agencies and general public, work independently, and use computer, telephone, photographic and video equipment, as well as copier and a working knowledge of Windows and Internet applications.

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

(Employee's Signature)

(Date)

Date Adopted:
Date Revised: