

SANDUSKY COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES SOCIAL SERVICE WORKER 1- INTAKE POSTING

Benefits to joining our team:

- Starting rate \$14.59 to \$15.26
- Full-time employment
- Impressive benefit package: health, vision, dental, life insurance, public retirement
- 13 paid holidays
- Paid personal days after one year
- Employee Assistance and Wellness Programs
- Vacation after one year
- Paid Sick Leave
- Flexible Schedule
- Leadership and Personal Growth Opportunities

Position Overview:

This worker will be responsible for completing intake/screening duties for Children Services conducting follow up contacts on Information and Referrals, completing collateral contacts and calls to witnesses, contacting law enforcement or service providers for records/information, and assisting in locating and maintaining case files and records. Typing, general clerical duties, the use of the State computer system will also be required, and adult Protective Services Investigations as needed. This worker will also be responsible for back up for the children services front desk. Further responsibilities will be defined later in the selection process. It is likely that this position will require some traveling and some workdays will have to be scheduled at times other than Monday through Friday from 8:00 a.m. to 4:30 p.m. The candidate may have to drive personal vehicle and must maintain required liability limits. Also, this person must be able to lift and carry up to forty pounds.

Minimum Qualifications:

We require that the applicant must meet at least the following minimum requirements for the Social Service Worker 1 classification: Completion of course work of an undergraduate major field of study (Bachelor's or Associate's Degree) in psychology, sociology, social work or closely related subject area as required by college; OR completion of undergraduate major core coursework OR 2 years technical training OR a listing of classes / education/ training equaling the minimum qualifications from above. You must be able to pass a criminal background check, employment verification, and reference check. You must have a clean driving record and a valid Driver's License and the candidate may have to drive personal vehicle and must maintain required liability limits.

All applicants must submit completed county application to be considered for employment. Resumes may be attached but will not be considered without application. Applications can be found at: <http://www.sandusky-county.com/index.php?page=links>.

Sandusky County Department of Job and Family Services is an Equal Opportunity Employer