

## HURON COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES

### JOB POSTING



**POSITION TITLE:** Social Services Worker 2

**Posted Date:** 08/07/2025

**Posting Number:** 2025-9

**Department:** Children and Adult Protective Services

**Reports to:** Social Services Supervisor 1

**Status:** Bargaining

**FLSA Status:** Non-Exempt

**Classification Number:** 30132

**Hours:** 8:00-4:30 (flexible, nights and weekends expected)

**Prepared by:** Deputy Director of Human Resources

**Approved by:** Executive Director

#### **MINIMUM QUALIFICATIONS:**

1. Associates degree in a human service-related field; Experience working in public human services field preferred.

**Starting Wage:** \$18.14 per hour plus education and longevity

#### **SUMMARY**

This position is responsible for receiving and assessing reports of child maltreatment, dependency, or families in need of services to determine appropriate next steps. The role includes conducting initial interviews, gathering information, collaborating with community partners, and responding to situations involving imminent risk.

#### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- Gathers complete information from referral sources regarding complaints of alleged maltreatment or dependency issues for children, seniors (adults age 60 and older), and person with disabilities (adults age 18 and older), and/or families in need of services.
- Initiates calls to witnesses, contacts law enforcement, schools, or services providers for records/information.
- Reviews agency history and verifies family demographic data by researching Children Services database and other available computer programs.

- Ensures referrals are processed in a timely manner so the supervisor can make a screening decision within four hours of the receipt of the referral.
- Adheres to state rules and guidelines, and internal procedures for gathering referral information.
- Makes immediate referrals to other agency and community resources as needed.
- Maintains complete and thorough documentation and case records and fully adheres to timeframes for completion of written work including all referrals and activity logs.
- Performs clerical functions (e.g., filing records, sends and receives faxes, sets up case file utilizing document imaging processes and procedures, including records retention, answering phones, taking message, etc.)
- Must possess a valid State of Ohio's driver's license and auto insurance in accordance with ORC 4509.5.
- Must demonstrate regular and predictable attendance
- Other duties as directed by Supervisor, Administrator and/or Executive Director.

#### **NON- ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Attends conferences, workshops, and training sessions pertinent to job duties to meet state mandates.
- Participates on internal and external committees related to program/department.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to the position.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge in laws, rules, and best practices standards governing Children and Adult Protective Services
- Knowledge of issues that create risk for children and their families including substance abuse, domestic violence, mental health issues, and poverty.
- Skill in client engagement, interviewing techniques, crisis intervention, and case management.
- Skill in utilizing computer systems, scanning software, and virtual teleconferencing.
- Skill in establishing and maintaining effective working relationships.
- Ability to connect clients to community resources.
- Ability to use assessment tools and professional judgment to determine if a child/adult is at risk of harm, and act accordingly.
- Ability to prepare accurate and concise written assessments, case notes, and reports.
- Ability to maintain confidentiality.
- Ability to communicate and work effectively with others.
- Ability to meet strict deadlines.

**HOW TO APPLY:**

If interested submit Resume and Employment Application to Lara Hozalski, Deputy Director of Human Resources, 185 Shady Lane Drive, Norwalk, Ohio 44857 or [lara.hozalski@jfs.ohio.gov](mailto:lara.hozalski@jfs.ohio.gov) .

You can find our application at: <https://www.huroncountydjfs.com/careers>.

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