



ABOUT US

Hancock County Job and Family Services provides our clients with help for today and hope for tomorrow. The primary focus of protective services is safety for the child. To meet this objective, the emphasis is on improving parenting skills, mental health and substance abuse counseling, domestic violence services, child development, and basic living skills such as housing, finances, and transportation.

POSITION

Children's Services Intake Investigator

BENEFITS

- 12+ Paid Holidays
- Immediate Vacation and Sick Leave Accrual
- Medical, Dental, Vision, and Prescription Coverage
- Access to County Vehicles for Work Purposes
- Deferred Compensation Plan
- Retirement Plan with Ohio Public Employees Retirement System
- Discounts at Select Local Businesses
- Student Loan Forgiveness

JOB DUTIES

- Investigate Allegations of Child Abuse and/or Neglect
- Interview Both Adults and Children Regarding Allegations
- Gather Information Pertinent to the Safety of the Child
- Ensure Child Safety
- De-escalate Conflict
- Make Assertive Decisions for the Safety of the Child
- Develop and Maintain Strong Relationships with Families
- Significant Time Spent in the Field Completing Home Visits
- Refer Families to Community Resources
- Maintain Factual and Accurate Records
- Work Closely with Law Enforcement, the Court System, and Other Professionals
- Demonstrate Skillful Verbal Communication
- Provide Court Testimony
- Prepare Cases for Administrative or Judicial Procedures
- Display Strong Organization and Time Management Skills
- Prepare Written Documents, such as Safety Plans, Assessments, and Court Complaints
- Meet State Mandates and Other Established Deadlines
- Serve as On-Call Worker on Rotating Basis (Additional Pay Provided)

WAGE

- Starting at \$20.15/hour



MINIMUM QUALIFICATIONS

- Bachelor's degree in human services-related studies
- OR bachelor's degree in any field and have been employed for at least two years in a human services occupation
- OR associate's degree in human services-related studies
- OR been employed for at least five years in a human services-related occupation

*For employment to continue, a person described in option 2, 3, or 4 above must obtain a job-related bachelor's degree not later than five years after the date of employment with the agency commences.

*Note: All liability and responsibility for determining "human services-related studies" or "human services-related occupation" rests with the employing agency.

- Per section 5153.122 of the Ohio Revised Code, each caseworker shall complete at least ninety hours of in-service training during the first year of the caseworker's continuous employment, consisting of courses in recognizing and preventing child abuse and neglect, assessing risks, interviewing persons, investigating cases, intervening, providing services to children and their families, and other topics relevant to child abuse and neglect. After the first year of continuous employment, each caseworker annually shall complete thirty-six hours of training in areas relevant to the caseworker's assigned duties.
- Must have Valid Driver's License

HOW TO APPLY

- Apply on Indeed, submit a resume by mail, in person, or by email. Emails can be addressed to Chelsea Wentling at chelsea.wentling@jfs.ohio.gov

All qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin, ancestry, sexual orientation, veteran status, disability or age.