

Children's Services Worker (Placement Coordinator) (3825-12)

Highly Competitive Employee [Benefits Package](#) and Generous Paid Time Off

11 Paid Holidays, Immediately Begin Accruing Paid Vacation and Sick Time, and Paid Parental Leave. Ohio Public Employee Retirement System which includes 14% Employer Contribution AND a defined benefit option.

Highly Competitive and Comprehensive Benefits Package: Medical, HRA, Dental, Vision, Employer-Paid Life Insurance, Long-Term Disability, Tuition Reimbursement, Public Service Loan Forgiveness Eligibility, Free On-Site Parking, Wellness Incentives, robust Employee Assistance Program, access to Free Medical and Rx through Marathon Health, plus expansive Behavioral and Mental Health Resources, and More!

DEADLINE TO APPLY: Open Until Filled

WORK LOCATION:

Job & Family Services
222 E. Central Parkway
Cincinnati, OH 45202

WORK HOURS:

(Potential for Hybrid Remote Work Schedule)

STARTING SALARY: \$20.99/hourly

NOTE: Applicants for positions with Hamilton County Job and Family Services are subject to background screening in accordance with the document: "[Offenses that May Disqualify Candidates for Employment](#)." Convictions from this list may disqualify a candidate for employment with HCJFS.

Applicants for Children's Services positions cannot provide foster care for children in the custody of Hamilton County.

REQUIREMENTS (EDUCATION, EXPERIENCE, LICENSURE, CERTIFICATION):

- Bachelor's degree in human services-related field or
- Bachelor's degree in any field and has two (2) years' work experience in a human service-related occupation.
 - * A bachelor's or master's in a human services-related field would be required within 5 years.
- Must possess a valid driver's license issued in the state of residency.
- Must have the use of an insured automobile.
- A criminal records check conducted by the Bureau of Criminal Identification and Investigation and the FBI is required.

JOB DUTIES (SUMMARY):

- Acts as liaison worker between HCJFS casework staff, MHRS, the Mental Health and Recovery Services board, Juvenile Justice, and service providers; accept and process referrals from caseworkers for therapeutic placement services; assesses consumer service needs (LOC, intensity & duration). Conduct utilization management for all traditional foster and therapeutic placement services and any other services associated with that therapeutic case; conduct utilization management for behavior health services; coordinate the development and review of treatment plans; assess any associated consumer for continued need, continued stay and discharge planning for all therapeutic placements and community based behavioral health services; document service management activities in the on-line clinical record (MCP); clear foster homes through Clerk of Courts and SACWIS; report any criminal activity or children service involvement to a manager; contain out of home care expenditures below targeted budget.

- Supports JFS case planning and family goal attainment and communicate and coordinate care management activities with caseworker, other care management entities, and service providers to ensure consistency with case planning; coordinates transition planning with case workers, MHB and DD; participates in family conferences, disruption conferences, treatment meetings, visit facilities, work with GAL and Pro Kids staff; completes any of a wide range of field work assignments as circumstances warrant; assists in monitoring overall expenditures of contracted services; assists in collecting, analyzing and reporting monthly and quarterly utilization trend data; participates in providing emergency coverage and crisis intervention; meets in unit supervision and individually with supervisor weekly
- Completes paperwork, reports, statistics, etc. as required, including dictation, on-line referral assessment, and tracking documents; promptly complete and flow referrals; completes with timeliness and accuracy all required payment authorizations through SACWIS and MCP; completes errors and payment request when necessary.
- Convenes targeted clinical case reviews for complex cases based on data management or as requested by JFS Management; conducts reviews of service over utilization, reviews will include case conferences, on site interviews of staff and consumers in collaboration with JFS casework staff, Behavioral Health staff and Management Staff to determine existence of service over utilization and facilitate discharge and transitions from services as appropriate; conducts, discharge and retrospective reviews to inform continued process improvement, need for continued stay, quality and outcomes for the child welfare population
- Attends conferences and training.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: (*Indicates can be developed after employment)

- **Knowledge of:** public relations; human relations; office practices and procedures; agency policies and procedures; government structure and process*; counseling; interviewing; social sciences (psychology, sociology, social work or related field; case management; child welfare practices and procedures.
- **Ability to:** define problems, collect data, establish facts and draw valid conclusions; understand manuals and verbal instructions technical in nature; gather, collate and classify information about data, people or things; prepare meaningful concise, and accurate reports; handle sensitive inquiries from and contacts with officials and general public; work cooperatively with other staff and supervision

ESSENTIAL JOB FACTORS:

- Must undergo a background check via the Ohio Bureau of Criminal Identification and Investigation (BCI). Must have a car, valid driver's license issued by the state of residency and required auto liability insurance.

POSITIONS SUPERVISED:

- None

BACKGROUND CHECKS REQUIRED:

Background checks consistent with requirements in OAC 5101:2-5-09 must be completed at employment and every ten years following, including but not limited to the following systems:

- State Automated Child Welfare Information System (SACWIS)
- State Child/Abuse Neglect Central Registry Check for any state in which the applicant resided within the last five years
- Ohio Bureau of Criminal Identification Investigation (BCI)
- FBI
- National Sex Offender Public website (WWW.NSOPW.Gov) Code 5101:2-5-09 must be conducted for each prospective employee