

Belmont County Department of Job and Family Services

68145 Hammond Road, St. Clairsville OH 43950

(740) 695-1075



JOB POSTING

CASE MANAGER - CHILDREN SERVICES (Intake)

CLASSIFICATION: Case Manager - Children Services
HOURLY RATE: \$20.08

Receives reports of abuse/neglect and investigates complaints. Provides and arranges preventive services to families whose children may be at risk.

Develops case plan in conjunction with appropriate persons; acts as lead staff for implementation. Gathers and provides child support information for investigator. Updates case plans as needed.

Works with residential facilities, therapeutic foster care and group homes to ensure successful implementation and integration of treatment and case plan. Initiates treatment staffing within mini-team prior to removal of child, unless emergency removal, and throughout the case as needed.

Works interactively among child, foster family, parents and kinship providers. Discusses and arranges appropriate services with foster family and ensures proper family input. Coordinates discharge planning. Meets with families and foster families on an as needed basis; at least monthly in their home.

Works with Juvenile Court and other community service providers to coordinate case plan. Testifies in Juvenile Court. Assists Prosecutor's Office with court preparation. Coordinates efforts with law enforcement personnel.

Ensures all age-appropriate children in permanent custody have summer employment. Develops transitional living plans with career goals for adolescents (14 or older) in custody. Continues to work with at-risk and former children services cases in a transition to a human services case plan.

Arranges and monitors agency services. Completes all State and Agency mandated paperwork and documents all services provided to family and foster family.

As needed, will be assigned to an alternate schedule and on-call (Children Services and Adult Protective Services) after regular business hours.

Out of county travel required.

QUALIFICATION REQUIREMENTS:

Must have a Bachelor's Degree in a Human Services related field.

Resumes can be faxed, emailed or mailed:

Lori O'Grady, Human Resources Administrator
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