

Children's Services Worker (Kinship Coordinator) (3789-12)

Are you interested in serving our community and helping to protect our county's most vulnerable children? At Hamilton County Children's Services, this is what we do every day. We are looking for compassionate, tenacious workers who are dedicated to engaging families and ensuring that children are safe.

This is a critical role that directly impacts the outcomes of the children and families whom we serve. This role may be a good fit if you excel in interpersonal communication, problem-solving, and enjoy a fast-paced work environment. This position provides:

- Hybrid work schedule
- Culture promoting growth and learning
- Tuition reimbursement
- Free and close downtown parking for office days

We look forward to learning more about you and your passion for this work! Please see the full job description below.

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

11 Paid Holidays, Immediately Begin Accruing Paid Vacation, Earned Personal Days, 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: 40 Hours/week

(Potential for Hybrid Remote Work Schedule)

Starting Hourly Pay: \$20.99

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):

REGULAR AND PUNCTUAL ATTENDANCE IS REQUIRED TO PERFORM THE FOLLOWING ESSENTIAL FUNCTIONS:

- Provides child specific relative/non relative search efforts for a caseload of children in interim/temporary custody as part of out of short and long term home care placement options and concurrent planning; works with children, parents and other family members to identify relatives and other family and child connections; reviews entire case records and collaborates with other divisions within JFS to identify relatives and other family connections; works directly with the caseworker, child, biologic family (paternal and maternal), team members, known fictive kin, siblings, adopted siblings in the identification and assessment of appropriate kin.
- Conducts relative home studies in accordance with OAC rule and HCJFS policy; makes recommendations for approval based on assessment; completes timely assessment appropriate to urgency of need.
- Conducts needs assessment with family; develops plan of support in collaboration with kinship provider, caseworker and team and arranges or ensures necessary support and services are delivered in accordance with the caregiver and family needs; serves as an advocate and point of contact for the kin caregiver.
- Serves as kinship resource for casework staff; provides formal training and information regarding needs and available resources for kinship families; establishes relationships with community public and private stakeholders which includes community advocacy and

- outreach in support of kinship families.
- Completes reports as required; attends court and other meetings as necessary.

OTHER DUTIES AND RESPONSIBILITIES:

- Attends conferences and training.
- Performs other related duties as required.

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.

PHYSICAL and/or MENTAL REQUIREMENTS:

- Lift and carry children; lift and carry child car seats; lift and carry infant carrier
- Stand entire length of home visit (an hour or longer).
- Conduct home visits during warmest months of the year (no air conditioning)
- Significant walking during home visit, and frequent walking to and from court
- Frequently enter and exit motor vehicle
- Frequently climbing and descending stairs
- Sitting for extended periods while driving
- Stooping, bending, crouching
- Able to quickly exit hazardous/dangerous situations that could involve violent clients, violent relatives, vicious animals, insects, rodents, unstable structures, etc.
- Able to lift and carry large case files and occasionally push a cart containing case files

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:

- 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