

## Investigative Caseworker – Child Protection Unit

**Department:** Clinton County Job and Family Services  
**Employment Status:** Full-Time  
**Hours:** Mon-Fri. 8:00 a.m.-4:30 p.m. (Flexible schedule)  
**Probationary Period:** 365 Days  
**Reports to:** Child Protection Supervisor  
**Starting Pay Range:** \$20.24-\$25.05 per hour

### **Essential Job Duties/Responsibilities:**

- Receives and investigates allegations of abuse, neglect, and dependency in accordance with the Ohio Revised Code.
- Conducts interviews and investigations with families and children to ensure child safety and well-being.
- Communicates effectively with a diverse public and professional audience.
- Ability to carry out verbal and written instructions.
- Assesses safety, demonstrates critical thinking skills, and have strong written and verbal communication skills.
- Collaborates with outside agencies to develop effective working relationships with community partners.
- Ability to recognize unusual or threatening conditions and take appropriate action in line with agency safety protocols.
- Partners with law enforcement, school personnel, medical professionals, and other service providers to investigate possible criminal acts and child abuse/neglect.
- Prepares cases for court and testifies to case facts as needed.
- Maintains accurate documents and records according to established procedures.
- Ability to meet multiple deadlines, be highly adaptive to change, and have a strong work ethic.
- Responds and provides services while on call to provide 24-hour assistance.
- Transports children to medical, school, visitation, and other necessary appointments as needed.
- Demonstrates strong organizational and time management skills; ability to prioritize and coordinate multiple tasks.
- Maintains confidentiality of case and agency information.
- Complies with agency personnel policies and procedures in addition to federal, state, and local guidelines and rules.
- Demonstrates regular and predictable attendance; maintains a flexible schedule.

### **Minimum Qualifications**

- Must be able to complete essential job duties above.
- Bachelor's degree in social work or related field.
- Valid Ohio Driver's License required liability auto insurance, and reliable transportation.
- Regular and predictable attendance; adhere to all agency policy and procedure.
- Background checks consistent with requirements as outlined in OAC 5101:2-5-09 must be completed at employment and include, but are not limited to, the following:
  - Ohio Bureau of Criminal Identification (BCI)
  - FBI
  - State Automated Child Welfare System (SACWIS)
  - State Child Abuse/Neglect Central Registry Check for any state in which the applicant resided in the last 5 years
  - National Sex Offender Public Website
  - Bureau of Motor Vehicles
  - Pre-Employment Drug Screening

### **Preferred Qualifications:**

- Experience working in social services or child welfare agency.
- Knowledge of federal, state, and local laws and rules pertaining to child welfare.
- Knowledge of SACWIS database.
- Experience with electronic filing.
- Excellent writing skills and attention to detail.
- Comfortable communicating with diverse populations in various environments
- Excellent computer skills and ability to work in a fast-paced environment.

**To apply:** Please send a cover letter, resume, and 3 professional references to [Amanda.Randolph@jfs.ohio.gov](mailto:Amanda.Randolph@jfs.ohio.gov)

*NOTE: This job description is not intended to be all inclusive and may be changed at any time with or without notice. It not a contract of employment, express or implied. Job responsibilities may include other responsibilities as assigned by immediate supervisor, department head, or elected official.*

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