

**Knox County Job & Family Services**  
**Equal Opportunity Employer**

Knox County is hiring! Please see the posting information below for more details. Interested and qualified applicants should apply by submitting a resume, cover letter and application online at <https://www.governmentjobs.com/careers/knoxcounty> or email them to Courtney L. Lower, Knox County Human Resources Director, at [courtneylower@co.knox.oh.us](mailto:courtneylower@co.knox.oh.us). Thank you!

**Title:** Social Services Worker 2 – Intake Caseworker  
**Department:** Knox County Job & Family Services, Children Services Division  
**Position Type(s):** Full-time, 40 hours per week,  
Non-Exempt, Classified, Bargaining Unit

**Typical Work Schedule:** 8:00 a.m. to 4:30 p.m., Monday to Friday, on-call as assigned

**Starting Wage:** \$18.96/per hour

**Objective:** Knox County Children Services is seeking an Intake Caseworker who will be responsible for investigating allegations of child abuse, neglect and/or dependency. Individual completes assessments of safety and overall family functioning to determine the need for immediate and/or ongoing protective services involvement. Individual works closely with families and community partners to assist in ensuring the safety and well-being of all children.

Knox County Job & Family Services offers competitive wages and a comprehensive benefits package including: health insurance, life insurance, paid time off, paid holidays, Employee Assistance Program, tuition reimbursement and Public Student Loan Forgiveness.

**Minimum Qualifications:** Bachelor’s degree in Behavioral Science, Social Services, Early Childhood Development Technology or education in a Social Services or a related field. Must have 101 hours of CORE training within the first year of employment and continuing education of 36 hours per year required thereafter. Must possess a valid Ohio Driver’s License and acceptable driving record. Must meet and maintain qualifications for driving on county business as a continued condition of employment. All required licenses and certificates must be maintained as a condition of continued employment.

**Essential Job Functions:**

- Evaluate safety and risk of all children being served in all interactions.
- Conduct individual interviews of children and adults to complete investigations of child abuse and neglect.
- Complete safety assessments and family assessments to determine need for community resources and/or ongoing case management services.
- Remove children from unsafe situations if safety cannot be arranged with a less restrictive option.
- May maintain a caseload of alternative response ongoing cases for families in need limited case management services.
- Visits with all children and their caregivers as required by Ohio Administrative Code, agency policy and/or as directed by chain of command. These visits may include in-home, in the community and/or in the office.
- Attends and participates in supervision meetings as established by the employee’s chain of command and based on the needs of the worker/caseload; attends and participates in all agency meetings including unit, department, division, and all-staff meetings.
- Make referrals to community resources.
- Testify in Court as required.
- Consult with Agency attorney for court involved cases or situations of a child being imminent risk of serious harm.
- Prepare accurate and detailed written reports for Agency attorney and legal assistant.
- Serves as on-call caseworker as assigned on on-call yearly schedule.
- Attends trainings as identified by the chain of command regarding child welfare and meets the annual requirements for working as a Caseworker in the State of Ohio.
- Completes documentation in the SACWIS and Traverse systems pursuant to agency and departmental guidelines.
- Attends and participates in placement staffing, administrative case conferences, family team meetings (FTM) and all other meetings related to the families on their caseload.

- Reports suspected child abuse or elder abuse as required.
- Maintains regular and predictable attendance.
- Provides culturally competent service to all clients, the public and colleagues.
- Performs related non-essential functions as needed.

**\*See full position descriptions for more details.**