



**BOARD OF COUNTY COMMISSIONERS**  
**WARREN COUNTY, OHIO**  
406 Justice Drive, Lebanon, Ohio 45036  
[www.co.warren.oh.us](http://www.co.warren.oh.us)  
[Commissioners@co.warren.oh.us](mailto:Commissioners@co.warren.oh.us)

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OFFICE OF MANAGEMENT AND BUDGET

MULTIPLE POSITIONS AVAILABLE

JOB CLASSIFICATION TITLE: ONGOING CASEWORKER  
ASSESSMENT/INVESTIGATIVE CASEWORKER  
FOSTER CARE CASEWORKER

DEPARTMENT: DEPARTMENT OF JOB AND FAMILY  
SERVICES; CHILDREN SERVICES DIVISION

WAGE RATE:  
CASEWORKER I \$20.86/ HOUR (365 DAYS)  
CASEWORKER II \$22.39 - \$24.74/HOUR (365 DAYS)

SCHEDULED HOURS: 40 HOURS PER WEEK

CIVIL SERVICE STATUS: CLASSIFIED

**\*POSITIONS REQUIRE A BACHELOR'S DEGREE IN SOCIAL WORK OR CLOSELY  
RELATED FIELD**

SEE ATTACHED JOB DESCRIPTIONS FOR MINIMUM

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THESE POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF  
TIME NOT LESS THAN SEVEN (7) CONSECUTIVE  
CALENDAR DAYS, BEGINNING JULY 16, 2024

VISIT [WWW.CO.WARREN.OH.US](http://WWW.CO.WARREN.OH.US) AND COMPLETE THE APPLICATION AS FOLLOWS:  
CLICK ON JOB POSTINGS THEN CLICK ON WARREN COUNTY APPLICATION FOR  
EMPLOYMENT, THEN DOWNLOAD TO YOUR DESKTOP AND EMAIL THE COMPLETED  
APPLICATION TO: [WCCOMMAPP@CO.WARREN.OH.US](mailto:WCCOMMAPP@CO.WARREN.OH.US) PLEASE CONTACT SUSAN SPENCER  
WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITIONS ARE FILLED.

WARREN COUNTY IS AN EQUAL  
OPPORTUNITY EMPLOYER

# YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

## PERKS & BENEFITS WORKING FOR WARREN COUNTY



### WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



### PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



### BENEFITS

- Health Insurance\*



### RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System\*

**Health Insurance** - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$270 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

**Retirement** - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT [WWW.CO.WARREN.OH.US](http://WWW.CO.WARREN.OH.US) FOR ALL JOB POSTINGS.  
QUESTIONS CALL: SUE SPENCER 513.695.1747

## **ASSESSMENT/INVESTIGATIVE CASEWORKER**

Under general supervision, work with families at risk of child maltreatment, screened in for assessment/investigation, as partners to identify family strengths, needs, and risks or concerns that are interfering with child safety, healthy child development, and/or family stability and well-being. Use standardized tools and protocols to assess and document safety and risk. View family strengths and needs holistically and make appropriate service and support recommendations based on assessments and established goals. Facilitate family's ability to meet goals through engagement, communication, support, and connections to services. Implement crisis intervention techniques as needed to ensure child safety; may require work during non-traditional hours. Complete case documentation and data entry on a timely basis to contribute to agency's continuous quality improvement and evaluation efforts.

## **ONGOING CASEWORKER**

Under general supervision, plan and provide services for children and families, for both in-home and placement cases. Interact with Children Services staff, law enforcement, prosecutor, courts, caregivers, and other community service providers. Use standardized tools and protocols to assess and document safety and risk. View family strengths and needs holistically and make appropriate service and support recommendations based on assessments and established goals. Facilitate family's ability to meet goals through engagement, communication, support, and connections to services. Implement crisis intervention techniques as needed to ensure child safety; may require work during non-traditional hours. Complete case documentation and data entry on a timely basis to contribute to agency's continuous quality improvement and evaluation efforts.

## **FOSTER CARE CASEWORKER**

Under the supervision of the Foster Care Supervisor, complete initial home studies, recertifications, amendments, and annual reviews for adoption and foster care applicants; organize and participate in recruitment/retention activities for current and future foster and adoptive families; locate and assess appropriateness of placement options for children in agency custody; prepare and maintain records and reports within the constructs of federal, state, and local rules; collaborate with community services partners and providers; provide support and resources to foster and adoptive parents while the agency has children placed in their homes.