

Butler County Children Services

POSITION	Title of Position: Part-Time Social Services Worker 4, Screener
DESCRIPTION	Reports to: Screener Supervisor
WORK HOURS:	Part-time permanent position. Twenty hours per week. Work hours will vary and adjust to meet operational demands, and additional hours may be required. Training may be required outside of the regular weekend schedule.
ESSENTIAL FUNCTIONS:	All duties related to investigation and handling of neglect or abuse complaints concerning children. Communicates well enough verbally to take accurate information over the telephone; accurately records and inputs information gathered; lifts at least 35 pounds from ground to should level; interacts effectively and safely with all levels of community.
MAJOR RESPONSIBILITIES:	<p>Assumes the responsibility of the Screener Supervisor in his/her absence.</p> <p>Receives and processes incoming referrals for Agency regarding the abuse, neglect or dependency of children.</p> <p>Prepares initial referral write-ups, opens and screen cases through Agency records and completes reports submitted to state for registry.</p> <p>Interviews clients and others, otherwise collects information regarding referrals made and makes recommendations to Supervisor regarding response time for referrals processed.</p> <p>Assists other Social Workers in direct service delivery in areas related to the protection and placement of children.</p> <p>Writes and completes reports, records and other correspondence as required by supervisor and administration.</p> <p>Directs some investigations of cases of possible child neglect or abuse and assessments of other requests for agency services in non-protective cases.</p> <p>Counsels emotionally disturbed children, adolescents and parents to determine the emotional basis of problems.</p> <p>Makes contacts with schools, doctors, hospitals, police agencies and others to investigate complaints and initiate and implement plans for service.</p> <p>Does crisis intervention counseling as needed.</p> <p>Attend workshops and training sessions to increase skills.</p> <p>Performs other duties as assigned by Screener supervisor or other supervision.</p>

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SKILLS & KNOWLEDGE:

Must demonstrate ability to learn and implement new skills as required to maintain or improve job performance. Must have the ability to communicate and interact by telephone and in person effectively, courteously and professionally with agency clients, with other agencies, staff, management, and the general public.

Must be familiar with and work within applicable laws, regulations and rules governing the child protection process in general and investigations and intake in particular.

Must learn and maintain a skill level that is appropriate for entering and retrieving data in a computerized information system.

QUALIFICATIONS:

Requires completion of course work for Bachelor's degree (preferably in the field of social work, sociology, psychology or criminology) as required by the college or university and at least two years appropriate paid work experience at the level of a Social Services Worker 3 or equivalent in child protective services. Prefer completion of course work for Master's degree in subjects outlined above in addition to work experience.

Honesty, highest personal integrity.

Ability to establish effective working relationships with staff, administration and other professionals.

Signature of Agency Representative

Date

