

Butler County Children Services Board

<p><b>POSITION DESCRIPTION</b></p>	<p><b>Title of Position:</b> Weekend Social Services Worker 4 - Intake</p>
	<p><b>Immediate Supervisor:</b> Intake Administrator</p>
<p><b>TITLE:</b></p> <p><b>WORK HOURS:</b></p> <p><b>KEY FUNCTIONS:</b></p> <p><b>MAJOR RESPONSIBILITIES</b></p>	<p>Weekend Social Service Worker 4 - Intake</p> <p>Part-time permanent position. Minimum sixteen hours per week possible. Shift hours are as follows: 1<sup>st</sup> Shift (Saturday and Sunday): 8:00 am to 5:00 pm; 2<sup>nd</sup> Shift (Friday, Saturday, Sunday): 5:00 pm to 11:30 pm; 3<sup>rd</sup> Shift (Friday and Saturday): 11:30 pm Friday to 8:00 am Saturday, 11:30 pm Saturday to 8:00 am Sunday. Scheduled hours may be adjusted to meet operational demands, and additional hours may be required. Training may be required outside of the regular weekend schedule.</p> <p>All duties related to investigation and handling of neglect or abuse complaints concerning children.</p> <p>Under the guidance of the On-Call Supervisor:</p> <p>Makes 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 and maintains contacts with schools, doctors, hospitals, police agencies and others to investigate complaints and initiate and implement plans for service.</p> <p>Develops casework plans including permanent planning for children.</p> <p>Initiates legal action(s) to protect child including basic knowledge and familiarity with applicable laws, rules of court and evidence and legal procedures for protection of children.</p> <p>Writes and completes reports, correspondence, case plans, case histories, case summaries, contracts and other documents; maintains necessary records and files; prepares court summaries and completes court reviews.</p> <p>Does crisis intervention counseling.</p> <p>Attend workshops and training sessions.</p> <p>Performs other duties as assigned by Intake supervisor or other supervision.</p> <p><b>SKILLS &amp; KNOWLEDGE</b></p> <p>Must demonstrate ability to learn and implement new skills as required to maintain or improve job performance. Must have ability to communicate and interact by telephone and in person effectively, courteously and professionally with agency clients, with other agencies, with the Children Services Board Staff and management and the general public.</p> <p>Must become familiar with and work within applicable laws, regulations and rules governing the child protection process.</p>

**SKILLS & KNOWLEDGE (Continued)**

Must learn & maintain a skill level that is appropriate for entering & 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) as required by 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.

Some weekend work will be performed at the employee's home. In this setting, the agency's dress code will not be enforced. However, when the employee is performing work in the field, the agency's dress code will be in effect.

Signature of Agency Representative

Date