

**TUSCARAWAS COUNTY JOB & FAMILY SERVICES**

**NOTICE OF VACANCY**

**DATE: January 21, 2025**

**CLASSIFICATION TITLE: Social Service Worker 3/Kinnect Specialist CLASS #: 69313**

**POSITION CONTROL NUMBER: 34010.0**

**PAY RANGE: 29**

**UNIT: Protective Unit**

**UNDER DIRECT SUPERVISION OF: Nichole John, Social Service Supervisor 1**

Anyone wishing to apply for this position must do so in writing to the Director

**by 4:30 P.M. on Wednesday, February 5, 2025.**

Include in the application all documentation supporting your ability to meet the below-listed minimum qualifications for this position.

**MINIMUM QUALIFICATIONS:**

Completion of undergraduate field of study (i.e., social work, sociology, psychology, counseling) as required by college or university, or current Social Worker Licensure from Ohio Counselor and Social Worker Board. Employees who are subject to on-call duty must be able to respond within a one-half (1/2) hour travel time period of the county seat or make temporary lodging arrangements within a one-half (1/2) hour radius while performing on-call duty. A valid Ohio driver's license is required.



Veronica Spidell, Director

The Tuscarawas County Job & Family Services does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in the employment or the provision of services.  
ATTACHMENT

**TUSCARAWAS COUNTY JOB AND FAMILY SERVICES  
POSITION DESCRIPTION**

**SOCIAL SERVICES WORKER 3/KINNECT SPECIALIST**

REGULAR HOURS OF WORK: 8:00 a.m. to 4:30 p.m.

IMMEDIATE SUPERVISOR: Nichole John

DEPARTMENT: Protective PCN: 34010.0 CLASS: 69313 PAY RANGE: 29

QUALIFICATIONS: Completion of undergraduate field of study (i.e., social work, sociology, psychology, counseling) as required by college or university, or current Social Worker Licensure from Ohio Counselor and Social Worker Board. Employees who are subject to on-call duty must be able to respond within a one-half (1/2) hour travel time period of the county seat or make temporary lodging arrangements within a one-half (1/2) hour radius while performing on-call duty. A valid Ohio driver's license is required.

FLSA: Full Time, Non-Exempt

STATUS: Grant Pilot

PROBATIONARY PERIOD: January 1, 2025-January 1, 2027 (Grant Period)

WORK LOCATION: on site --TCJFS

**SUMMARY OF POSITION:**

- Collaborates with the Public Children Service Agency (PCSA) case manager and court officials
- Identify and document at minimum 80 family/kin for each child through Family Finding
- Provides preventative education to families
- Completes assessments on child and family upon case referral and case closure
- Assists kinship families with licensure process
- Makes decisions in conjunction with proper authorities, takes legal action, prepares court documents, and testifies when necessary
- Completes timely case documentation and data entry within SACWIS/TRVERSE and in accordance with Noah's Hope Advocacy Center protocols
- Coordinates community resources/makes referrals as necessary
- Performs on-call duties
- Provides public education and may be required to engage in public speaking
- Regular and predictable attendance is required

**ESSENTIAL DUTIES:**

70%	<ul style="list-style-type: none"><li>• Collaborate with PCSA Intake Unit and Juvenile Court officials on juveniles involved for unruly and/or delinquency who are at risk of removal from their custodial homes.</li><li>• Hold preventative family meetings with custodians and other professionals working with the youth.</li><li>• Research and coalesce information from custodians and relatives/kin with consent to expand the youth's support system and family connections, while identifying potential relative home providers if future placement is needed.</li><li>• Identify and document at least 80 family/kin for each youth through Family Finding search activities, including: internet and database searches, Children Services and Juvenile Court case file reviews, youth and family interviews.</li><li>• Facilitate communication with the team and accurate family documentation, including genograms, family contact information, and identified kin supports.</li><li>• Attend all meetings and court hearings, advocating for relative/kin placement, when applicable.</li><li>• Provide prevention education on Substance Use Disorder (SUD) risks and the negative effects on health, well-being and life opportunities. Increase awareness of knowledge of prevention and treatment strategies available in the community for youth and caregivers.</li><li>• Complete assessments on the child and family functioning upon case referral and case closure to measure the success and outcomes of the prevention program.</li><li>• If applicable, assist in preparing the kinship family for licensure by explaining the licensing process and assisting with home licensing requirements.</li><li>• Submit detailed activity notes and documentation of all cases and all related billing activities to the business office for grant reporting.</li><li>• Maintain accurate files and records for each family served.</li></ul>
15%	<ul style="list-style-type: none"><li>• Performs on-call duties as assigned. Scans and documents information into SACWIS and Traverse.</li><li>• Duties can be performed in an office setting as well as in the field with work requirements including traveling to homes.</li><li>• Field work may include out of town and/or out of state traveling with overnight accommodations needed.</li><li>• Knowledge of computer equipment and programs is essential.</li></ul>
10%	<ul style="list-style-type: none"><li>• Makes speaking engagements with schools, law enforcement agencies, civic organizations, etc.</li><li>• Completes education and in-service training requirements for PCSA caseworkers.</li><li>• Attends Victim Advocate trainings.</li><li>• Attends Kinnect to Family trainings, conferences, and related meetings.</li><li>• Prepares to testify in court as needed.</li></ul>
5%	<ul style="list-style-type: none"><li>• Other duties as assigned. May be required to use own vehicle and provide proof of current driver's license and vehicle insurance (which is defined in Ohio Administrative Code [OAC]). Employee may be required to submit to initial/ongoing background checks in accordance with FTI rules.</li></ul>

**NOTE:**

The Tuscarawas County Job and Family Services does not discriminate in provision of services or employment because of race, color, religion, gender, national origin, age, disability, military status, genetic information, sexual orientation, gender identity, protected veteran status or other characteristics protected by law.

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**SPECIFICATIONS:**

As an employee of the Tuscarawas County Job and Family Services, I agree to comply with all agency policies at all times and shall demonstrate respect for, support dignity of, and observe the rights of all individuals served by the agency.

I will work to ensure and maintain effective relationships with other employees, program participants, parent/guardians, and state and local community service agencies.

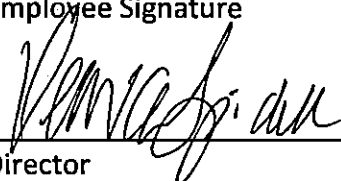
I will adhere to all local, state, and federal laws and TCJFS policies and procedures.

I have read the position description and understand the above statements are intended to describe the general nature and level of work required for this position. It is not meant to be an exhaustive list of all responsibilities, duties and skills required. I understand I will be expected to perform these duties and the number of days and hours that I am expected to work. I further acknowledge that I have been instructed on how to access Tuscarawas County JFS policies, procedures, handbook, contract, and agree to abide by its contents. I acknowledge that I am required to remain substance free. Finally, I understand that I am required to submit to background checks as a condition of initial and continued employment as specified by the agency policy.

Signature indicates receipt of position description, employees understanding of duties described here-in and agreement to comply.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Director



\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

