

## **Social Services Worker 3 (Part-Time Youth Navigator) (4298-12)**

***Be part of our Team! We are committed to providing equal employment opportunities in all employment practices. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, citizenship status, marital status, age, disability, genetic information, protected veteran status, gender identity or expression, sexual orientation or any other characteristic protected by law. We are a second-chance employer and a recovery friendly workplace.***

*Are you interested in serving our community and helping to protect our county's most vulnerable children? At Hamilton County Children's Services, this is what we do every day. We are looking for compassionate, tenacious workers who are dedicated to engaging families and ensuring that children are safe.*

*This is a critical role that directly impacts the outcomes of the children and families whom we serve. This role may be a good fit if you excel in interpersonal communication, problem-solving, and enjoy a fast-paced work environment. This position provides:*

- *Hybrid work schedule*
- *Culture promoting growth and learning*
- *Tuition reimbursement*
- *Free and close downtown parking for office days*

*We look forward to learning more about you and your passion for this work! Please see the full job description below.*

### **REQUIREMENTS (EDUCATION, EXPERIENCE, LICENSURE, CERTIFICATION):**

- Completion of an associate's degree in social services or related field; or 2 years related work experience.

**Preferred Qualifications:** Prior lived experience with system involvement (i.e. child welfare, juvenile, justice, mental health, etc.)

**DEADLINE TO APPLY:** Until Filled

**WORK LOCATION:** Job & Family Services 222 E. Central Parkway Cincinnati, OH 45202

**WORK HOURS:** 20-29 Hours/week  
**(Potential for Hybrid Remote Work Schedule)**

**Starting Hourly Pay:** \$20.60/Hr.

**NOTE:** Applicants for positions with Hamilton County Job and Family Services are subject to background screening in accordance with the document: "[Offenses that May Disqualify Candidates for Employment](#)." Convictions from this list may disqualify a candidate for employment with HCJFS.

Applicants for Children's Services positions cannot provide foster care for children in the custody of Hamilton County.

### **REGULAR AND PUNCTUAL ATTENDANCE IS REQUIRED TO PERFORM THE FOLLOWING ESSENTIAL FUNCTIONS:**

- Supports needs of 14+ aged youth in HCJFS custody or young persons who have emancipated from HCJFS custody. Responds to inquiries about participation with the HCJFS Transition Age Youth and Older youth Supports program, provides referrals, and follows up in a timely manner. Assists in connecting youth with services related to basic needs, food & shelter, health & wellbeing, housing access, family & relations, job & career, legal & financial, forms & vouchers, school & education, parenting & childcare. Assist youth with transportation to and from needed supportive services. Works collaboratively with Hamilton County Youth Advisory Board.
- Supports creation, tracking and monitoring of Independent Living goals & plans. Advocates alongside youth for access to services to achieve their goals. Work alongside GAL, CASA, Caseworkers, Service Providers and other community partners to assist youth in achieving IL goals. Makes referrals as needed related to IL Plans. Works collaboratively and participates in scheduled meetings with applicable parties that will address the successes and any type of barriers.
- Completes paperwork, reports, statistics, etc., as required, including dictation, and maintains tracking documents. Documents information about what services are needed and provided. Promptly completes referrals with timeliness and accuracy.

Documents all notes in appropriate child welfare data information systems like SACWIS, MCP etc. and other county electronic tools like SharePoint.

- Builds and maintains relationships with public and private partners to support referrals. Builds, curates, and maintains an online list of services and resources across the region to serve youth. Routinely solicits feedback from youth and incorporates it for program improvement.

**OTHER DUTIES AND RESPONSIBILITIES:**

- Attends conferences and training.
- Performs other related duties as assigned.

**POSITIONS SUPERVISED:** None

**KNOWLEDGE, SKILLS AND ABILITIES:**

(\*Indicates can be developed after employment)

**Knowledge of:** Office policy and procedure\*, agency policy and procedures\*, interviewing, community resources, case management, child welfare system.

**Skill in:** Independent judgement, case management

**Ability to:** Define problems, collect data, critically think, navigate community resources, work independently, function as a team member, exercise sound judgement, work collaboratively with community partners, communicate effectively in writing and orally, handle sensitive inquiries, recognize threatening conditions and take appropriate emergency action

**BACKGROUND CHECKS REQUIRED:**

Background checks consistent with requirements in OAC 5101:2-5-09 must be completed at employment and every ten years following, including but not limited to the following systems:

- SACWIS
- State Child/Abuse Neglect Central Registry Check for any state in which the applicant resided within the last five years,
- Ohio Bureau of Criminal Identification Investigation (BCI)
- FBI
- National Sex Offender Public website (WWW.NSOPW.Gov) Code 5101:2-5-09 must be conducted for each prospective employee