

## NOTICE OF VACANT POSITION

**Address all inquiries to:** HR Officer/ Hancock County Job and Family Services  
P O Box 270, 7814 Co. Rd. 140  
Findlay, Ohio 45839

**Post Date:** August 11, 2023  
**Base Pay:** \$19.75

**End Date:** September 30, 2023 or until filled  
**Work Unit:** Children's Protective Services

**Position:** Intake Investigator

**This is a full-time position. Regular work hours are Monday - Friday, 8:00 a.m. to 4:30 p.m.**

### DESCRIPTION:

Seeking a motivated and knowledgeable individual to join our Children's Services team as an Intake Investigator. An ideal candidate for this role will be adept at assessing child safety and imminent risk while investigating allegations of child abuse and/or neglect. This person will enjoy spending a significant amount of time working in the field with families, interviewing and gathering information, transporting children and/or families, and conducting home visits. This person will show skillful de-escalation tactics, be assertive in decision making, and show genuine empathy and concern for the families they serve.

In addition to field work, this person will also be responsible for maintaining case records with accurate and complete reports. The individual will possess strong organizational and time management skills in order to meet state mandates and court deadlines.

A fitting candidate will also show attentiveness to detail, both while working in the field and preparing assigned cases for administrative or judicial procedures. This person will show strength in both their verbal and written communication skills. This person will cooperate with law enforcement officials, attorneys, prosecutors, and the court at all times.

The individual will also serve as an on-call worker assigned to intake reports for 7-day intervals. This person may serve on internal/external committees and attend various agency meetings. The applicant will attend training on an ongoing basis to meet state requirements and to enhance performance on the job.

This description serves as a general summary of duties and is not indicative of every task involved in this role. Find out more by reviewing the posting on our website, <https://co.hancock.oh.us>, under jobs.

Those interested may submit a resume by mail, in person or by email. Emails can be addressed to Chelsea Wentling at [chelsea.wentling@jfs.ohio.gov](mailto:chelsea.wentling@jfs.ohio.gov)

### MINIMUM QUALIFICATIONS:

1. Bachelor's degree in human services-related studies
2. OR bachelor's degree in any field and have been employed for at least two years in a human services occupation
3. OR associate's degree in human services-related studies
4. OR been employed for at least five years in a human services-related occupation

All qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin, ancestry, sexual orientation, veteran status, disability or age.

For employment to continue, a person described in option 2, 3, or 4 above must obtain a job-related bachelor's degree not later than five years after the date of employment with the agency commences.

Note: All liability and responsibility for determining "human services-related studies" or "human services-related occupation" rests with the employing agency.

Per section 5153.122 of the Ohio Revised Code, each caseworker shall complete at least ninety hours of in-service training during the first year of the caseworker's continuous employment, consisting of courses in recognizing and preventing child abuse and neglect, assessing risks, interviewing persons, investigating cases, intervening, providing services to children and their families, and other topics relevant to child abuse and neglect. After the first year of continuous employment, each caseworker annually shall complete thirty-six hours of training in areas relevant to the caseworker's assigned duties.

In addition, applicant must have valid driver's license.

**UNUSUAL WORKING CONDITIONS/HAZARDS:**

The position possesses responsibility for the safety of children or adults by requiring the incumbent to make determinations as to whether these children or adults are in an "imminent risk of harm." These children and adults are incapable of protecting themselves from physical, mental, and/or sexual abuse. Injuries, if they do occur are likely to involve temporary disabilities such as bruises or cuts. Serious mistakes in terms of failing to remove children or adults from homes could conceivably, although extremely infrequent, cause death (e.g., suicide) or a permanent disability. Additionally, the position involves performing duties which require taking some special safety precautions, such as when contacting and negotiating with a family suspected of child abuse or neglect. However, performing this duty does not require the use of protective clothing. Exposure to these situations is likely to result in threats of injury, which are rarely acted upon. However, the position involves regular exposure to environmental factors (e.g., cold, excessive heat, noise, fumes, vibration, dirt) during interviews and meetings conducted outside of the office. The position may involve lifting or carrying children, and exposure to contagious diseases.

All qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin, ancestry, sexual orientation, veteran status, disability or age.