



## Notice of Vacancy Stark County Job & Family Services

### Social Services Aide

#### **SUMMARY**

Provides support to families and to Children Services staff in intake, ongoing, the Children's Network, specialized placement, adoption, and independent living units by performing the following duties.

#### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (The functions listed below are intended to depict general job assignments, abilities and responsibilities required of this position. Other duties as assigned.)**

Provide support and service coordination to assist families in meeting goals.

Transport children to visits and any/all required appointments (e.g. medical, therapeutic, educational, DNA testing, etc.). Transport children to substitute caregiver placements, and review caregiver agreement with caregiver.

Supervise visitations between children and agency approved family members. Redirecting/coaching parents toward positive interactions with their children, when appropriate, with regard to child development, discipline and child safety.

Educate families on available services.

Complete home studies regarding kinship and third-party caregivers.

Transport parents to appointments with service providers as indicated on the case plan.

Help move independent living teens into new apartment and assist in transporting them to events sanctioned by their case worker.

Assist independent living unit with classes, activities and events.

Identify, address and report issues of safety/risk to children.

Enter documentation into SACWIS within required timeliness. Complete surveys as assigned.

Fill food/special purchase vouchers and deliver as needed/required.

Attend agency staffings/meetings (i.e. permanency planning and legal staffings.)

Testify in court. Process server for legal department.

Provides backup to Network receptionist.

**SUPERVISORY RESPONSIBILITIES:**

This position has no supervisory responsibilities.

**QUALIFICATION REQUIREMENTS:**

*To perform this job satisfactorily, the employee must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made for individuals with disabilities.*

**EDUCATION AND/OR EXPERIENCE:**

Associate's degree (A.A.) or equivalent from two-year college or technical school in a human services related field; or one year related experience in a social service delivery capacity; or equivalent combination of education and experience.

Knowledge of mental health system and child welfare.

To apply, please access the agency's website at [www.starkjfs.org](http://www.starkjfs.org). An online application can be found under the Careers link. Applicants have the ability to upload a letter of interest and current resume.

We are an equal opportunity employer that does not discriminate based upon sex, race, creed, color, age, national origin or disability. Applicants may request reasonable accommodations to participate in the interview process.

**NO PHONE CALLS WILL BE ACCEPTED**