



**BOARD OF COUNTY COMMISSIONERS**  
**WARREN COUNTY, OHIO**  
406 Justice Drive, Lebanon, Ohio 45036  
[www.co.warren.oh.us](http://www.co.warren.oh.us)  
[Commissioners@co.warren.oh.us](mailto:Commissioners@co.warren.oh.us)

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OFFICE OF MANAGEMENT AND BUDGET

JOB CLASSIFICATION TITLE: SOCIAL SERVICES WORKER  
DEPARTMENT: DEPARTMENT OF JOB AND FAMILY SERVICES; HUMAN SERVICES DIVISION  
WAGE RATE: SOCIAL SERVICES WORKER \$20.39 - \$25.39- / HOUR (365 DAYS) DEPENDING ON QUALIFICATIONS  
SCHEDULED HOURS: 40 HOURS PER WEEK  
CIVIL SERVICE STATUS: CLASSIFIED

**\*POSITIONS REQUIRE A BACHELOR'S DEGREE IN SOCIAL WORK OR CLOSELY RELATED FIELD**

SEE ATTACHED JOB DESCRIPTIONS FOR MINIMUM

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THESE POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF TIME NOT LESS THAN SEVEN (7) CONSECUTIVE CALENDAR DAYS, BEGINNING NOVEMBER 15, 2024

VISIT [WWW.CO.WARREN.OH.US](http://WWW.CO.WARREN.OH.US) AND COMPLETE THE APPLICATION AS FOLLOWS: CLICK ON JOB POSTINGS THEN CLICK ON WARREN COUNTY APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR DESKTOP AND EMAIL THE COMPLETED APPLICATION TO: [WCCOMMAPP@CO.WARREN.OH.US](mailto:WCCOMMAPP@CO.WARREN.OH.US) PLEASE CONTACT SUSAN SPENCER WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITIONS ARE FILLED.

WARREN COUNTY IS AN EQUAL  
OPPORTUNITY EMPLOYER

# YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

## PERKS & BENEFITS WORKING FOR WARREN COUNTY



### WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



### PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



### BENEFITS

- Health Insurance\*



### RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System\*

**Health Insurance** - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$270 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

**Retirement** - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT [WWW.CO.WARREN.OH.US](http://WWW.CO.WARREN.OH.US) FOR ALL JOB POSTINGS.  
QUESTIONS CALL: SUE SPENCER 513.695.1747

# WARREN COUNTY COMMISSIONERS POSITION DESCRIPTION

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Department:	Warren County JFS, Division of Human Services	Employee:	
Class Title:	Social Service Worker	Position Title:	Adult Protective Services Investigator
Class Number:	30132	Reports to:	Deputy Director
Probation:	365 Days	FLSA:	Non-exempt
Civil Service Status:	Classified	Lunch:	Unpaid
Employment Status:	Full Time/ On-Call Rotation	Pay Range:	14-18

## **SUMMARY OF ESSENTIAL DUTIES**

The primary purpose of the Social Service Worker position, otherwise known as Adult Protective Service Investigator is to investigate claims of abuse, neglect or exploitation of older adults and maintain a caseload of older adults who have previously been determined to require protective services of the agency (i.e., ongoing clients). In addition, the classification prepares Adult Protective Services cases for court, participates in legal action to establish removal, placement, or guardianship, meets procedural deadlines governing the management of social services cases set by the State of Ohio and ensures that this documentation is complete.

## **MINIMUM QUALIFICATION**

The position requires a Bachelor's Degree in the area of Sociology, Psychology, Social Work or the equivalent in course work, or a currently licensed Social Worker, or one year of experience in a position similar to the Social Services Worker I or II position working with children/adults in need of or receiving protective services, or counseling persons who have experienced abuse, neglect, or exploitation.

Or education, training and/or experience in an amount equal to the Minimum Qualifications state above.

The individual must have a current driver license and provide a copy if requested by the Department Head or Supervisor.

## **UNUSUAL WORKING CONDITIONS/HAZARDS**

This position possesses responsibility for the safety of older adults by requiring the incumbent to make determinations as to whether these adults are in an "imminent risk of harm". These adults are incapable of protecting themselves from physical, mental, financial, 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 older adults from homes could conceivably, although extremely infrequently, cause death or 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 abuse or neglect. However, performing this duty does not require the use of protective clothing. Exposure to these

## WARREN COUNTY COMMISSIONERS POSITION DESCRIPTION

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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, dirt, insects, pets, etc.) during interviews and meetings conducted outside of the agency and within client's homes. The position may involve lifting or carrying, and exposure to contagious diseases. The position requires conducting home visits and driving a county vehicle.

### ESSENTIAL FUNCTIONS

1. Investigates claims of abuse, neglect, or exploitation of older adults and maintains caseload of older adults who have previously been determined to require the protective assistance of the services of the agency.
2. Conducts home visits with Adult Protective Services Clients.
3. Is On-Call every other week to take any after hour Adult Protective Services Emergency Phone Calls from Warren County 911 Dispatch.
4. Prepares assigned cases for administrative or judicial procedures as required.
5. Participates in legal actions to establish legal guardianship or removal in cases related to older adults, to include testifying in court as necessary.
6. Meets procedural deadlines governing the management of social services cases set by the State of Ohio and ensures that this documentation is complete.
7. Serves on internal/external committees and attends various agency meetings.
8. Develops and administers public education programs pertaining to issues related to case assignments.
9. Demonstrates regular and predictable attendance.
10. May be asked to assist with Eligibility Referral Specialist job duties such as case processing for Food Assistance, Cash Assistance and Medicaid.
11. All other duties as assigned.

### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge	Skills	Abilities
Typing principles	Organization	Perform intake duties
Abuse, neglect and exploitation of older adults	Writing (e.g., legal documents, case notes, reports)	Work with others
Federal, State and Local Laws regarding abuse, neglect and exploitation of older adults	Public speaking	Give and exchange facts and information regarding abuse, neglect or exploitation of older adults
Community services available	Typing	Maintain and update accurate records
Case plans	Oral Communication	Develop case plans
Counseling practices		Write and file court documents
Police procedures regarding removing an older adult from a		Interview families and/or medical personnel in the course of an

## WARREN COUNTY COMMISSIONERS POSITION DESCRIPTION

home		investigation
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Knowledge	Skills	Abilities
Writing legal documents		Notify police department in the event of a crime
Filing legal documents		Comprehend written material (e.g., reviewing file histories)
Intake procedures		Consult with team members concerning situations and possible courses of action
Interviewing practices		Answer routine questions/inquires
Office practices and procedures		Complete forms
Placement procedure for clients		Work with mentally or physically challenged individuals
Agency filing system		Work with older adults
		Prepare paperwork for placement or removal of older adult
		Evaluate situations for potential dangers
		Write case notes
		Modify case plans
		Remove an older adult from a home
		Determine client eligibility for services

*This position description in no manner states or implies that these are the only duties and responsibilities of Social Service Worker II. My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most recent copy of the Warren County Commissioners Personnel Policy Manual.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agency Representative and Title

\_\_\_\_\_  
Date