



# Preble County Board of Commissioners

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## JOB POSTING

### SOCIAL SERVICE WORKER 1

The Board of Preble County Commissioners will accept applications for the part-time, FLSA non-exempt, classified position of a Social Service Worker 1. Interested individuals may obtain a classification specification which outlines the responsibilities of this position including qualifications and duties. The pay range for this position starts out at \$13.97 per hour.

Applications and job description may be obtained in the Preble County Commission Office/1<sup>st</sup> Floor – 101 East Main Street, Eaton, Ohio between the hours of 8:30 A.M. to 4:00 P.M., Monday through Friday. This ad is also published on the Preble County Commission's website [www.prebco.org](http://www.prebco.org) under job opportunities. **Deadline** for filing an application is Wednesday January 30, 2019 at 4:00 P.M.

Preble County is an Equal Opportunity Employer.

Advertise: Posted on Website January 17, 2019

## POSITION POSTING

**POSITION:** Social Service Worker 1

**RANGE:** Pay Range 6; new hire rate \$13.97

**DEADLINE:** 01/30/2019

**DUTIES:** Determine and re-determine eligibility for publicly funded social services programs including IV-E eligibility and the Prevention, Retention and Contingency (PRC) program, NET and TXX transportation and the KPIP program; monitor the functioning of county social services providers, perform various clerical duties associated with social services providers including the receptionist duties of the Children Services Division, which includes receiving reports of alleged physical abuse, sexual abuse, neglect and other reports of possible harm to children and elderly; review county provided social services related billing invoices to be processed for payment; monitor/supervise family visits for the children services department; attend training, conferences and other educational programs.

**QUALIFICATIONS:** Completion of undergraduate major core coursework or two years technical training in behavioral science, social science, early childhood development technology, education, or related field;

**OR** four courses in behavioral science one of which must be in child development or two years experience in behavioral science of which 6 months must be in the area of child development, one course or six months experience in business mathematics, one course or six months experience in interviewing, one course or six months experience in typing, keyboarding or word processing;

**OR** education, training and/or experience in an amount equal to the qualifications stated above.

In addition, must possess outstanding organizational skills and public speaking skills; must be able to work with a diverse section of the public; must be proficient in all Microsoft programs including Word and Excel. Must have knowledge of computer databases and be able to learn and work in the unique computer programming system of children services.

**UNUSUAL WORKING CONDITIONS:** Plays a central role in ensuring that clients (adults and children) are cared for in a safe environment. Therefore, the incumbent must attend to the possibility of harm coming to children and adults, who are unable to protect themselves. Therefore, the position requires attention to ensure that actions do not create dangerous situations for clients (adults and children) The incumbent generally works in a stable office environment.

**METHOD OF APPLICATION:** Qualified applicants may submit an application to the Preble County Board of Commissioners 101 E. Main St. Eaton Ohio 45320 or to Rebecah Sorrell 1500 Park Ave. Eaton Ohio 45320