



## **JOB ANNOUNCEMENT**

### **Children's Service Worker I/II/III Children's Division November 8, 2018**

The Children's Division is seeking applications for the position of **Children's Service Worker I/II/III** for **Circuit 5-Buchanan & Andrew Counties**.

**JOB DUTIES:** Attends training and observes higher-level Children's Division staff to gain understanding and skill required to perform assigned duties.  
Delivers and/or coordinates protective services involving neglected, abused, or exploited children; foster care; parent services; and/or adoptions.  
Records initial and ongoing case activity, maintains case records, and prepares all required reports.  
Refers families and children, when necessary, to higher-level staff or other community services.  
Evaluates children's needs and eligibility for social services through personal and collateral interviews.  
Assists individuals in utilizing available agency and community resources.  
Cooperates with other agencies in serving children and families.  
Assists families to attain and maintain their stability through appropriate casework and home management or referral for more skilled counseling treatment.  
Provides services which promote healthful child development.  
Answers child abuse hotline, takes initial reports, and relays information.  
Performs studies of proposed foster and adoptive homes.  
Investigates, as directed, reports of neglect, abuse, or exploitation of children.  
Receives referrals from juvenile courts, Family Support Division staff, or other professional or private individuals in the community for protection and care of neglected, abused, or exploited children.  
Conducts studies and provides treatment services as ordered by a court or after referral by agency staff.  
Evaluates the necessity for and facilitates placement of children away from their family home into temporary foster care when neglect, abuse, or exploitation situations make this necessary.  
Provides and/or coordinates, as directed, supervision and visitation to children in foster, adoptive, relative or family care, or other placements.  
Provides support to foster parents and casework services to biological parents in an effort to return the child to the family home.  
Provides and/or coordinates casework services to parents to assist them in their personal adjustment and planning for their child.  
Interacts with law enforcement and juvenile officers, other public officials, and community organizations regarding family and children's issues.  
Attends court hearings and meetings related to assigned casework.  
Maintains liaison with volunteers at the county level involved in the operation of a volunteer program.  
Conducts extensive field work including traveling to client homes, hospitals, alternative placements, court, and transportation of children.  
Assigned on-call duty to handle after hours and weekend child abuse and neglect investigations.  
Performs work under close supervision of higher-level Children's Service staff as part of a training process to develop understanding and skill with agency rules, regulations, and procedures.  
Performs other related work as assigned.

**NECESSARY SPECIAL REQUIREMENT:**

*The operator of a motor vehicle is an essential function of this classification. Must be able to legally operate a motor vehicle in the performance of assigned duties upon the date of hire and throughout employment.*

**QUALIFICATIONS: Children's Service Worker I:**

A Bachelor's or higher level degree from an accredited college or university in Social Work/Human Services, Social Welfare, Psychology, Sociology, Health Sciences, Public Health, Education, Counseling, Marriage and Family Therapy, Family and Child Development, Criminal Justice, Juvenile Justice, or comparable health or human services related degrees with a minimum of 30 earned semester hours or 45 earned quarter hours in one or a combination of the above fields, and possession of a valid vehicle operator's license.

**QUALIFICATIONS: Children's Service Worker II:**

One or more years of experience as a Children's Service Worker I with the Missouri Uniform Classification and Pay System.

**OR**

A Bachelor's degree from an accredited college or university in Social Work/Human Services, Social Welfare, Psychology, Sociology, Health Sciences, Public Health, Education, Counseling, Marriage and Family Therapy, Family and Child Development, Criminal Justice, Juvenile Justice, or comparable health or human services related degrees with a minimum of 30 earned semester hours or 45 earned quarter hours in one or a combination of the above fields;

**and,**

One or more years of professional experience with a public or private agency in the delivery of protective children's services, including casework/case management in: investigation of abuse or neglect of children; coordination of child foster care, adoptions, and family centered services; juvenile treatment/rehabilitation; and/or providing in-home family crisis intervention services, and possession of a valid vehicle operator's license.

*(A Master's degree from an accredited college or university in the specified fields may substitute for the stated education and experience.)*

**QUALIFICATIONS: Children's Service Worker III:**

Two or more years of experience as a Children's Service Worker II with the Missouri Uniform Classification and Pay System.

**OR**

A Bachelor's degree from an accredited college or university in Social Work/Human Services, Social Welfare, Psychology, Sociology, Health Sciences, Public Health, Education, Counseling, Marriage and Family Therapy, Family and Child Development, Criminal Justice, Juvenile Justice, or comparable health or human services related degrees with a minimum of 30 earned semester hours or 45 earned quarter hours in one or a combination of the above fields;

**and,**

Three or more years of professional experience with a public or private agency in the delivery of protective children's services including casework/case management in: investigation of abuse or neglect of children; coordination of child foster care, adoptions, and family centered services; juvenile treatment/rehabilitation; and/or providing in-home family crisis intervention services, and possession of a valid vehicle operator's license.

*(A Master's degree from an accredited college or university in the specified fields may substitute for the stated education and one year of the stated experience.)*

**SALARY RANGE:** Children's Service Worker I \$1274.00-\$1317.00 semi-monthly  
Children's Service Worker II \$1386.50-\$1434.00 semi-monthly  
Children's Service Worker III \$1485.00-\$1538.50 semi-monthly

**TO APPLY:** If interested in this position please contact Donna McCush at [Donna.J.McCush@dss.mo.gov](mailto:Donna.J.McCush@dss.mo.gov) or at 816-387-2011 by 5:00pm on November 27, 2018. You will need to submit a completed DSS Application and a copy of your college transcripts.

**RECRUITMENT AREA:** All qualified individuals.

**APPLICATION DEADLINE:** Deadline for applications is **November 27, 2018.**

**DSS IS AN EQUAL OPPORTUNITY EMPLOYER**