

Preble County Common Pleas Court Juvenile and Probate Divisions

Jenifer K. Overmyer
Judge

101 East Main Street
2nd Floor Courthouse
Eaton, OH 45320

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NOTICE OF VACANCY: FAMILY PRESERVATION CASE MANAGER (PART TIME)

Notice Issued: July 24, 2024

Posting Period: Until Filled

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| Job Title: Family Preservation Case Manager | Reports to: Clinical Supervisor and Court Administrator |
| Department: Juvenile Court's SAFE Program | Civil Service Status: Unclassified |
| Hours: 20 Hours/week | Employment Status: Part-time |
| Lunch: One hour | Salary Range: \$19.00/hour |

JOB DESCRIPTION:

Provides intensive in-home family-centered intervention services designed to stabilize family functioning. Provide flexible, individualized case management services covering functions such as conflict/crisis resolution, parenting skills, age-appropriate developmental activities, behavior management, and service coordination.

ESSENTIAL RESPONSIBILITIES:

- Maintain strict confidentiality.
- Schedule appointments at the convenience of the family which may include evenings or weekends.
- Maintain communication with other service providers and collaborate to meet the needs of the family.
- Maintain thorough case notes and documentation.
- Attend family team meetings, case conferences, court proceedings, and other meetings as required.
- Develop safety plans as needed.
- Work with clients in the home, school setting, and community setting as needed.
- May require use of personal cell phone.
- Provides on-call case management as needed.
- Other duties as required.

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PREFERRED QUALIFICATIONS:

- Valid Ohio Driver's License, car insurance, and availability of personal vehicle.
- Degree or two years technical training in social work, behavioral science, early childhood education, or related field.
- Preferable mental health experience.

BENEFITS:

- Paid vacation and sick leave
- OPERS retirement
- Medical, Dental and Vision insurance

Interested candidates may submit a resume and cover letter to Kassie Proffitt, Court Administrator, Preble County Juvenile Court, 101 E. Main Street, Eaton, OH 45320. Resume and cover letter may also be submitted via fax at (937) 456-5803.

AN EQUAL OPPORTUNITY EMPLOYER