



Montgomery County Juvenile Court

Judge Helen Wallace
Judge Julie Bruns
Court Administrator Eric Shafer



Job Title: Title IV-E (SACWIS) Specialist

Department: Probation

Posting Closing: Until Filled

Position Location: 3501 Merrimac Ave Dayton, OH 45405

Job Type: Full-time

Salary: 24.29/hr

Shift: 1st

BENEFITS

Insurance: Comprehensive Health, Dental, and Vision Insurance; \$60,000 in basic life and AD&D coverage;

Paid Time Off: Paid Vacation, Sick Leave, Personal Leave, and Parental Leave

Retirement: Employer contribution to the Ohio Public Employees Retirement System (OPERS); Voluntary Deferred Compensation Plans offered.

Other: Tuition Reimbursement

DISTINGUISHING JOB CHARACTERISTICS

As a member of the Placement Support Team, performs various duties in the administration of the Statewide Automated Child Welfare Information System (SACWIS), a comprehensive case management database. Processes documentation, inputs case management information, and performs quality assurance to ensure the accuracy of Juvenile Court case data within the database. Performs various clerical and administrative duties to ensure the efficiency of referrals, team meetings and communication with Court personnel. Processes forms and documentation in the administration of IV-E Program. Interviews families and completes IV-E eligibility information

“In this position, you are an At-Will Employee serving at the pleasure of the Administrative Judge.”

QUALIFICATIONS

Bachelor’s degree in social sciences, business or related field or an appropriate combination of education, training, and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. Knowledge of the SACWIS database is desired. Or, demonstrable the ability to learn SACWIS database requirements following appointment.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Interested candidates may apply online at <http://www.mcjcoho.org/job-openings/>

Human Resources, Montgomery County Juvenile Court, 380 W. Second Street, Dayton, OH 45422

Contact Info: hr@mcjcoho.org

AN EQUAL OPPORTUNITY EMPLOYER

POSITION DESCRIPTION

Montgomery County Common Pleas Court

Juvenile Division

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| CLASSIFICATION TITLE: Title IV-E (SACWIS) Specialist |
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| FLSA STATUS | Non-Exempt | EMPLOYMENT STATUS | Full-time |
| EXEMPTION TYPE | N/A | REPORTS TO | Program Services Manager |
| CIVIL SERVICE STATUS | Unclassified | WORK SCHEDULE | 40 hours per week (Variable) |
| PAYGRADE | A21 | DEPARTMENT | Probation Services |

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ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.

Enter and maintain Juvenile Court case information into the SACWIS database. Responsible for case creation, placement information, leave notices, change of placements, case plans, NYTD data, and case closures, at minimum. Generates reports for quality assurance and billing use.

Ability to navigate the Juvenile Courts JCS case management system to locate and verify case information related to IV-E and non-IVE placement youth in the Care & Control of the Juvenile Court.

Cross train with other Placement Support Team staff in the areas of IVE determination, placement contracts, and billing. Attend quarterly state meetings and participate in training related to the SACWIS database.

Meets with parents or custodians to complete financial screening process; Interviews and completes affidavit of income and expenses, attaches copy of financial computation, obtains necessary documentation from clients, and photocopies for IV-

E records, Probation Officer, and Juvenile Court's case file. Schedule and send appointment letters for IV-E screenings to custodians. Develop files for every youth entering placement. Confirm appointments with each family. Attends Court hearings as needed to validate findings; Completes applications to determine eligibility for IV-E program, and attaches documentation needed to complete application process. Maintains contact and coordination with Children Service's during application process; Photocopies packet being submitted and retains copy for IV-E records. Submits paperwork Children Services for processing into the FACIS (State of Ohio) computer terminal; Photocopies confirmation of acceptance into the program and child's social security card, and submits to bookkeeping to substantiate billing for detention or foster care charges.

Maintain statistics regarding Placement, Custody, and Funding for Placement/IV-E statistics, etc. and submit monthly report to the Director of Probation Services.

Assists in production of the IV-E quarterly report to Family Children First Council and IV-E Annual Report to be published in local news media. Retrieves data relevant to processing period and works collaboratively with Unit Supervisor in compiling, computer formatting, and distributing reports.

Completes applications to the Ohio Department of Human Services to establish Medicaid accounts. Processes medical bills to initiate payment in placement facilities prior to receipt of Medicaid Card. Telephones provider with current Medicaid number, and logs date and Provider's name into computer to create documentation of proof of notification.

Resolve questions or concerns raised by placement facility, Ohio Department of Human Services, medical providers or parent. Provides youth termination lists to Ohio Department of Human Services.

Complete the clerical responsibilities of all legal contracts between Juvenile Court and licensed placement facilities. Including typing, sending out, returning signed copy and maintaining copies, while keeping a file of all licenses/certifications for each facility we contract with.

Maintaining records of youth involved in the ICAT process. Documenting the length of stay, current status of services, reunification goals and aftercare plans.

EQUIPMENT OPERATED

Computer, printer, calculator, copier, fax machine, telephone, typewriter and other general office equipment.

CONTACTS WITH OTHERS

Clients, parents and custodians; Children's Services, DHS and representatives from other agencies; Judges; Magistrates; general public.

CONFIDENTIAL DATA

Juvenile Court records; records within the Ohio Department of Human Services, Children Services and Support Enforcement.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the employee frequently sits for extended periods of time, and occasionally stands and walks. Employee converses verbally with others in person and by telephone. Job occasionally requires close, relatively detailed vision demands when entering data and viewing a computer screen.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: general office practices, SACWIS database, IV-E and Medicaid eligibility guidelines and processes.

Ability to: establish and maintain effective work relationships with associates and job contacts; maintain confidentiality of confidential and sensitive information; answer routine inquiries pertaining to SACWIS database and process.

Skill in: Operating computer; application of Court word processing software; operating general office equipment.

QUALIFICATIONS

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LICENSURE OR CERTIFICATION REQUIREMENTS

State Motor Vehicle Operator's License.

I have read the above job description and fully understand my responsibilities.

Employee Signature: _____

Date: _____