



JOB POSTING

3/11/2020

Title: Operation Search & Help Caseworker

Operation Search and Help (OSH) is a perpetual grant, established in 1977 and funded by the Hine Memorial Fund of The Youngstown Foundation. It is restricted for the medical needs of children with disabilities, with services provided in Mahoning County, as well as Liberty, Girard and Hubbard in Trumbull County. The main purpose of the program is to assist families of special needs children with medication, medical equipment, medical supplies, specialized formulas and transportation assistance to out of town medical appointments.

The Youngstown Foundation seeks a highly qualified individual to serve as OSH Caseworker, responsible for the oversight of the grant. Caseworker has the flexibility to work in the office, from home or in the field and makes home visits to families as needed.

The program is housed at Potential Development, however the Caseworker position is managed by the Program Coordinator of the Hine Memorial Fund and ultimately reports to the Executive Director of The Youngstown Foundation.

Work Hours: Full time

Duties and Responsibilities:

- Manage the grant funded Operation Search & Help program.
 - Make required detailed investigations of referred families with children with special needs, that include financial, social and medical history of the child including the medical plan of treatment as well as estimated costs of the recommended medical regimen.
 - Assist families with children with special needs in obtaining and using existing community care services for which they may be eligible.
 - Refers families to community health, welfare and social agencies.
 - Makes contact with and establishes cooperative relationships with voluntary and official agencies, especially those concerned with children, e.g., hospitals, outpatient departments, physicians, health departments, schools, community agencies, etc.
 - Participates in case conferences with other agencies and professionals.
 - Develops and implements pertinent forms applicable to all of the above.
- Other duties as assigned.
 - Represent Operation Search & Help at meetings, conferences and community events.
 - Assist with general marketing, public relations, and administrative functions of the program.

Qualifications:

- Bachelor's degree;
- Minimum of 3-5 years professional experience in relevant field-- social work, nursing, therapeutic work with disabilities or other area related to work with non-profits serving children.
- Self-motivated and directed with strong organizational, interpersonal and leadership abilities.
- Research, analysis and evaluation experience.
- Excellent written and verbal communication skills.
- Demonstrated facilitation skills and ability to work well with other community organizations, as a partner, or in a leadership capacity.
- Proficient in appropriate software and technology, i.e., Word, Excel, Power Point, social networking, online communications, etc.

Salary: Competitive salary and benefits package, mileage reimbursement.

To Apply, Submit:

Letter of Interest
Current Resume
Three professional references including:
Name, Title
Address
Daytime telephone number

Mail to:

Crissi Jenkins, Program Coordinator
The Youngstown Foundation
P.O. Box 1162
Youngstown, Ohio 44501
Email: crissi@youngstownfoundation.org

Application deadline: Monday, May 4, 2020

Equal Opportunity Employer