

Caseworker Benefits

- **Vacation Leave:** 8 hours per month for 0-5 years of service, 10 hours for 6-10 years of service, 12 hours for 11-15 years, 14 hours for 16-20 years, and 16 hours for over 20 years of service
- **Sick Leave:** 8 hours per month
- **Holidays:** 12 paid holidays per year; 1 personal day per year
- **Other Leaves:** Leaves may be granted for long-term medical situations, military duty, bereavement, work-related, education, child bearing, and adoption.
- **Insurance:** Group health, dental, and life insurance are provided by the State. The State also pays a portion of the premium for family plans.
- **Retirement Plan:** Most employees participate in the Maine State Retirement System. Contributions are based on a percentage of salary.
- **Deferred Compensation:** Tax shelter plans are available for all employees to enable them to provide for greater retirement security.
- **Continuing Education/Licensure:** Caseworkers have access to a variety of free training opportunities for professional development and to meet licensing requirements. Caseworkers may receive tuition assistance to pursue their MSW.
- **Forgiveness of Perkins Loans:** Perkins loans may be partially forgiven through service as a caseworker.
- **Promotional Opportunity:** Many promotional opportunities available are limited to Maine State Employees.
- **Credit Union:** All employees, retirees, and immediate family members are eligible to become members of the Maine State Employee Credit Union.

The mission of the Office is to promote the safety and well-being of children and families through the provision of social, regulatory and purchased services on a continuum from prevention to protection with professional integrity and respect.

**Please contact us
for more information**



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Maine Department of
Health and Human Services
Office of Child and
Family Services

Making a
difference in
the lives of
children and
families of
Maine

What is OCFS?

The Office of Child and Family Services (OCFS) is part of the Maine Department of Health and Human Services. OCFS caseworkers are committed to protection the children of Maine from abuse and neglect, while assisting families to identify their strengths and natural supports which will allow them to keep their children safe. Caseworkers in the Office of Child and Family Services specialize in different areas of the work.

What Positions are Available?

Child Protective Intake Caseworkers interact with the public and other professionals every day discussing concerns related to child abuse and neglect and taking actual reports. **Child Protective Caseworkers** receive those reports and assess families to determine the level of child safety and provide services to support families in reducing the level of harm. Their work includes interviewing children, family members and the service providers working with the families. Once children are in the custody of the office, **Children Services Caseworkers** work with them, their families and placement resources to pursue family rehabilitation and reunification or another permanent living arrangement. When a child's return to his or her own family is no longer an option, an **Adoption Caseworker** may become involved to work with children in custody and with adoptive families to help children attain permanent homes through adoption.

Specific casework duties vary based on district office needs. Each office has autonomy to structure staff duties to meet the needs of its area.

Who Qualifies?

A Bachelor's of Social Work is preferred, but you may qualify with a bachelor's degree in a related field such as Sociology, Psychology or Child Development. You must be eligible to be licensed as a social worker in the State of Maine.

How to Apply

- Applications for employment within Maine State Government are available online at www.maine.gov and at your local DHHS office.
- After submitting the application you will be given a score determining whether you meet the minimum requirements for the job.
- If requirements are met, you will be invited to interview at a local DHHS office, with a panel of three OCFS supervisors.

Beliefs Statement

Child safety is paramount.

- We have the responsibility to intervene to protect children.
- Effectively intervening to keep kids safe depends on a thorough and timely assessment.

Parents have the right and responsibility to raise their own children.

- Parents have the right and responsibility to correct issues of abuse and neglect.
- Parents have the right and responsibility to develop a plan for the safety and care of their children.
- Office of Child and Family Services has the responsibility to support families in the care and protection of their children.

Children deserve to live in a safe and nurturing family.

- Children have the right to be placed in the least restrictive setting.
- Placements need to support family and community connections.
- Siblings belong together.

All children deserve a permanent family.

- Foster care is a temporary arrangement for children.
- Permanency for children begins from day one.
- Timeliness of case decisions will be made consistent with the urgency of the child's needs for permanency.

Principles of public service will guide us in our work.

- Our work with families is objective, unbiased, and based on good practice.
- Everyone deserves to be treated with courtesy and respect.
- Our staff is our most important asset.
- We have the responsibility to use our professional knowledge and skills to promote changes.

