

# Seneca County Job & Family Services

## Position Description

An Equal Opportunity Employer

<b>Employee Name:</b> Vacant	<b>Position Title:</b> Social Services Caseworker
<b>PCN:</b> 30053.0	<b>Class Title:</b> Social Services Caseworker
<b>Unit:</b> Protective Services	<b>Employment Status:</b> Full-time
<b>Report to:</b> Social Services Supervisor 1	<b>FLSA Status Pay:</b> Non-exempt
<b>Normal Hours:</b> Flexible	<b>Civil Service Status:</b> Classified
<b>EEO Status:</b>	<b>DOT:</b> 195.107-014

### General Description

Investigates claims of abuse and neglect of children and older adults. Manages case load of foster care and/or adoption assessments and placements. Testifies in court and serves as on-call worker after hours, as assigned.

### Education

Degree in Social Work or other social service related study.

### Experience

- Bachelor degree or
- Associate degree and two years in human services occupation or
- Employed at least five years in a human service occupation
- For employment to continue a person must obtain a job related bachelors degree no later than five years after the date of employment

### Equipment Operated

- Computer
- Scanner
- Fax
- Telephone
- Copier
- Vehicles (must have valid Ohio driver's license)

### Inherently Hazardous or Physically Demanding Working Conditions

None

### Essential Functions

- Screens child abuse and/or adult protective referrals to ensure compliance with local, state, federal rules/laws
- Maintains caseload within mandated guidelines including child and adult protective services, adoptions, foster care placement, home certification
- Handles emergency cases
- Performs crisis intervention
- Provides referrals to individuals and families
- Assesses risk using OAC mandated tools
- Implements case and treatment plans
- Maintains necessary case records
- Provide in home and out of home services to individuals and families
- Remains on call for child abuse and neglect emergencies
- Provides or arranges for transportation
- Appears in court
- Maintains a working relationship with community providers
- Maintain contact with court personnel
- Appears in court as necessary
- Represents the agency at meetings
- Attends conferences workshops and trainings to obtain or maintain knowledge of current regulations
- Regular and predictable attendance

## Other Duties and Responsibilities

Performs other related duties as assigned.

## Characteristics

### Knowledge of:

- Agency policies and procedures
- Available community resources
- Safety practices
- Counseling
- Case management
- Interviewing techniques
- Court practices and protocol

### Skills in:

- Organization
- Communication
- Public speaking
- Writing
- Typing/word processing
- Interviewing

### Ability to:

- Define problems
- Establish facts
- Handle sensitive inquiries
- Establish good rapport with clients and their families
- Work independently
- Recognize and react appropriately to unusual or threatening conditions
- Present a positive image to the public
- Assist children in getting into car seats and strapping them in properly
- Maintain confidentiality
- Maintain accurate records
- Maintain effective working relationship with supervisor and co-workers

*This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of the position description.*

\_\_\_\_\_  
Signature of Appointing Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date