



SENECA COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES

An Equal Opportunity Employer
POSITION DESCRIPTION

Page 1 of 3

Employee Name: Vacant
Class Number: PCN 30010.0 Bargaining
Dept./Div.: Protective Services
Reports to: Protective Services Supervisor 1
Normal Hours: Flexible
EEO Status:

Position Title: Social Services Caseworker
Class Title: Social Services Caseworker
Employment Status: Full-time
FLSA Status Pay: Nonexempt
Civil Service Status: Classified
DOT (closest applicable number): 195.107-014

GENERAL DESCRIPTION: The primary purpose of the Social Services Caseworker is to investigate claims of abuse and neglect of older adults and/or children AND/OR maintain caseload of children/families who have previously been determined to require the protective assistance services of the agency (i.e., ongoing clients) as determined appropriate AND/OR manage caseload of foster care and/or adoption assessments and placements. In addition, the classification prepares child and/or older adult related cases for court, participates in legal action to establish legal guardianship in cases related to older adults, meets procedural deadlines governing the management of social services cases set by the State of Ohio and ensures that this documentation is complete, and serves as on-call social service worker (e.g., on weekends, holidays, after business hours).

QUALIFICATIONS: An example of acceptable qualifications: **1. A bachelor's degree in human services-related studies, or 2. a bachelor's degree in any field and have been employed for at least two years in a human services occupation, or 3. An associate's degree in human services-related studies, or 4. Been employed for at least five years in a human service-related occupation. For employment to continue, a person described in option 2, 3, or 4 above must obtain a job-related bachelor's degree not later than five years after the date employment with the agency commences.**

LICENSURE OR CERTIFICATION REQUIREMENTS: Degree in Social Work or "related degree"

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive: **Computer, scanner, Ipad, photocopier, calculator, telephone.**

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

None

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered **Light** work.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

(1) **Collection and screening of child abuse and/or neglect referrals; collection and screening of adult protective services reports. Maintains familiarity of OAC in regards to child and adult protective services. Maintains caseload within mandated guidelines in assigned area including: Protective Service (child and adult), adoptions, foster care placement and home certification/recertification, assessment of abuse and neglect, handles emergency cases, performs crisis intervention as needed, assess needs, provide caseworker counseling and community**

SENECA COUNTY
DEPARTMENT OF JOB AND FAMILY SERVICES

An Equal Opportunity Employer
POSITION DESCRIPTION

Page 2 of 3

Employee Name: Vacant	Position Title: Social Services Caseworker
Class Number: PCN 30010.0 Bargaining	Class Title: Social Services Caseworker
Dept./Div.: Protective Services	Employment Status: Full-time
Reports to: Protective Services Supervisor 1	FLSA Status Pay: Nonexempt
Normal Hours: Flexible	Civil Service Status: Classified
EEO Status:	DOT (closest applicable number): 195.107-014

resource referrals to individuals and families. Assesses risk using OAC mandated tools. Coordinates the development and implementation of case plans and treatment plans; Collects, analyzes and interprets information, identifies and appraises resources and services, develops and proposes options; assesses progress of treatment plans; adjusts and updates plans as necessary; maintains necessary case records, progress notes, data and supportive materials including; social histories, safety assessments, service plans and reviews, court documentation, referrals, foster care records, adoption records, case narrative and enters all data into state mandated and agency systems. Completes forms and prepares reports; prepares correspondence, as necessary; provides 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 for needed service delivery. Appear in court as requested and provide opinion as needed consistent with the Departments appraisal assesment.

(2) Establishes and maintains a working relationship with community agencies to provide; discharge planning; continuity of services; smooth transitions to aftercare services; maintains contact with court personnel; appears in court as necessary; organizes and/or attends community action programs; represents the agency at public meetings, upon request; coordinated service delivery with other community agencies; informs citizens of available services; responds to concerns.

(3) Assists with staff development activities including; in-service trainings; orientation programs; attends meetings, as required; maintains and increases knowledge and skills through attendance at meetings, training; performs additional duties and assignments, as requested; regular and predictable attendance.

(4)

(5) Maintains required licensures and certification, if any.

(6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(7) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

Date Adopted:	Developed by:
Date Revised:	Clemans, Nelson & Associates, Inc.
	Dublin, Ohio 43016

SENECA COUNTY
DEPARTMENT OF JOB AND FAMILY SERVICES

An Equal Opportunity Employer
POSITION DESCRIPTION

Page 3 of 3

Employee Name: Vacant
Class Number: PCN 30010.0 Bargaining
Dept./Div.: Protective Services
Reports to: Protective Services Supervisor 1
Normal Hours: Flexible
EEO Status:

Position Title: Social Services Caseworker
Class Title: Social Services Caseworker
Employment Status: Full-time
FLSA Status Pay: Nonexempt
Civil Service Status: Classified
DOT (closest applicable number): 195.107-014

(8) Performs other related duties as assigned by the supervisor:

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: Agencies policies and procedures*; principles of social work; sociology, and/or psychology; available community resources*; safety practices*; counseling; case management; interviewing techniques; federal and state regulations (applicable to program assignment)*; document preparation, requirements and methods*; office practices and procedures*; court practices, procedures and protocol.

Skill in: Organization; writing (e.g., legal documents); public speaking; typing; oral communication; writing (e.g., reports) computer skills.

Ability to: Define problems, collect data, establish facts, and draw valid conclusions; interpret and apply laws, regulations and policies; organize, prioritize, and coordinate multiple tasks; communicate effectively in written and oral form; maintain accurate records; prepare accurate and concise reports; maintain confidentiality; handle sensitive inquires; establish good rapport with clients and their families; work independently; recognize and react appropriately to unusual or threatening conditions; lift up to (40) pounds; operate a motor vehicle; prepare and deliver speeches before audiences; present a positive image to the public; use tact when dealing with others; develop and implement training programs; maintain effective working relationships with supervisor and co-workers.

POSITIONS DIRECTLY SUPERVISED: None

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/Designee)

(Date)

(Signature of Employee)

(Date)

Date Adopted:
Date Revised:

Developed by:
Clemans, Nelson & Associates, Inc.
Dublin, Ohio 43016

{5/30/2012 PDSENJS 00103260.DOCX }