

Seneca County Job & Family Services

Position Description

An Equal Opportunity Employer

Employee Name:	Vacant	Position Title:	Social Services Specialist
PCN:	30097.0	Class Title:	Social Services Specialist
Unit:	Protective Services	Employment Status:	Part-Time
Report to:	Social Services Supervisor 1	FLSA Status Pay:	Non-exempt
Normal Hours:	Full Flex	Civil Service Status:	Classified
EEO Status:		DOT:	195.367-034

General Description

Transport customers affected by opiates to appropriate destinations, monitors visitations, aide in drug testing, scan documentation, assist families with budgeting and testify in court if needed.

Education

Associate Degree in Social Service related field

Experience

- Two years of social services or related Bachelor's degree or
- Twelve months experience in public relation, interviewing, performing social work or applying sociology principles or
- Twelve months experience in Job and Family Services public contact position

Equipment Operated

- Computer
- Scanner
- Fax
- Telephone
- Copier
- Calculator

Inherently Hazardous or Physically Demanding Working Conditions

None

Essential Functions

- Interviews customers
- Provides and arranges for transportation
- Provides referrals to individuals and families
- Schedules appointments
- Monitors visitation
- Assesses family/kinship
- Monitors drug testing
- Provides case management
- Maintains necessary case records
- Testifies in court
- Works one on one with families teaching and assisting with budgeting and cleaning skills
- Researches records
- Answers phone calls
- 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
- Case management
- Interviewing techniques
- Court practices and protocol

Skills in:

- Organization
- Communication
- Writing
- Typing/Word processing
- Interviewing
- Listening

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

Employee Signature

Date