

Seneca County Job & Family Services

Position Description

An Equal Opportunity Employer

Employee Name: Vacant
PCN: 30096.0
Unit: Protective Services
Report to: Social Services
Supervisor
Normal Hours: Flexible
EEO Status:

Position Title: Student Worker
Class Title: Student Worker
Employment Status: Intermittent
FLSA Status Pay: Non-exempt
Civil Service Status: Unclassified
DOT:

General Description

Provide support to the Protective Services unit while learning the job duties of a Social Worker.

Education

High School Diploma or GED

Experience

- Two years of social services
- 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
- Assess family/kinship
- Monitors drug testing
- Provides case management
- Maintains necessary casew records
- Testifies in court
- Researches records
- Answer phone callsAttends conferences, workshops and trainings to obtain or maintain knowledge of current regulations
- Regular and predictable attendance

Other Duties and Responsibilities

Performs other 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:

- Defines problems
- Establishes facts
- Handles sensitive inquiries
- Establishes good rapport with clients and their families
- Works independently
- Recognizes and reacts appropriately to unusual or threatening conditions
- Presents a positive image to the public
- Assists children in getting into car seats and strapping them in properly
- Maintains confidentiality
- Maintains accurate records
- Maintains effective working relationships with supervisors 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