

POSITION DESCRIPTION		OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES		AGENCY TUSCARAWAS COUNTY JOB & FAMILY SERVICES	
				DIVISION OR INSTITUTE	
		PERSONNEL DIVISION		UNIT OR OFFICE	
POSITION CONTROL NUMBER 33002.0	<input type="checkbox"/> State Agency <input checked="" type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change			COUNTY OF EMPLOYMENT TUSCARAWAS	
	USUAL WORKING TITLE OF POSITION Social Service Worker 3			POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 33000.0/Social Service Supervisor 1	
	NORMAL WORKING HOURS (Explain unusual or rotating shift.) FROM: 8:00 a.m. TO: 4:30 p.m. unless approved to work an alternative schedule as outlined in the agency's personnel handbook				
	JOB DESCRIPTION AND WORKER CHARACTERISTICS				
CLASS TITLE Social Services Worker 3	%	Job Duties in Order of Importance		Minimum Acceptable Characteristics	
	45%	<p>Regular and predictable attendance.</p> <p>Case manages a Child Protective caseload involving abused, neglected and/or dependent children and their families. Develops and implements case plans based on assessed risk to children, families and individual strengths and weaknesses. Applies Family Centered Neighborhood Based practices to accomplish case plan objectives and goals. Provides casework counseling; information, referral and follow-up; and crisis intervention as needed. Works with other professionals and organizations to coordinate and monitor services. Is required to use own vehicle. Sees children and parents/caregivers in their homes monthly. Travels to see Foster Children and Foster Parents/caregivers in their placements monthly.</p>		<p>KNOWLEDGE: 11b Human Relations; 13b Agency Policies and Procedures relative to attendance and hours of operation. SKILLS: 30a & d Reasoning.</p> <p>KNOWLEDGE: 11a Public Relations, 11b Human Relations, 13a Office Practices and Procedures (agency handbook), 13b Agency Policies and Procedures (agency handbook, bargaining unit contract, CORE training), 16 Interviewing, 19 Humanities (languages-English, communications-speech), 21 Social Sciences (social welfare, sociology, psychology). SKILLS: 25a Typing, 25b Word Processing (Microsoft), 29 Equipment Operations (automobile, photocopier, computer, fax, phone system, shredder, cameras both 35mm and digital), 30b. Reasoning/recognize unusual or threatening conditions & take appropriate action, 30h. Reasoning/apply principles to solve practical, everyday problems, 30l Reasoning, 31b Numerical, 32u Verbal, 34d Interpersonal</p>	
CLASS NUMBER 69313	List Position Numbers and Class Titles of Positions Supervised. If more than eight, list totals only:			SIGNATURE OF AGENCY REPRESENTATIVE/DATE	
				<hr/> <i>A. Michelle Tope, Director</i>	
				BO 05 (ADM 4107)	

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CLASS TITLE Social Services Worker 3	%	Job Duties in Order of Importance		Minimum Acceptable Characteristics	
	40%	Prepares to testify in court as needed. Completes Home Studies as required by the court on agency cases. Prepares Case Plans, Case Reviews, Semi-Annual Administrative Reviews, Family Assessments, Safety Assessments, Genograms, court documents, and other required forms in accordance with agency requirements and CAPMIS and Council On Accreditation Standards. Uses SACWIS and agency computer system to record and review case information. Completes ODJFS 1616 & CSI information for permanent custody cases.		KNOWLEDGE: 11a, 11b, 13a, 13b, 16, 19, 21. SKILLS: 25a, 25b, 29, 30l, 31b, 32u, 34d.	
	10%	Is on-call on a 24-hour basis as assigned by Supervisor. Attends training, conferences and related meetings. Gives speeches to civic and community organizations.		KNOWLEDGE: 13a, 13b, 19, 21. SKILLS: 24. Transcription/ preparing typed copy from notes or dictation. 25a, 25b, 29, 30l, 31b, 32u.	
	5%	Other duties as assigned.			
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