

POSITION DESCRIPTION		OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES		AGENCY TUSCARAWAS COUNTY JOB & FAMILY SERVICES	
				DIVISION OR INSTITUTE	
		PERSONNEL DIVISION		UNIT OR OFFICE	
COUNTY OF EMPLOYMENT TUSCARAWAS					
POSITION CONTROL NUMBER 33003.0	<input type="checkbox"/> State Agency <input checked="" type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change				
	USUAL WORKING TITLE OF POSITION Family Service Aide			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 1	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics		
	72%	<p>Regular and predictable attendance.</p> <p>Makes home and office visits to instruct clients in various aspects of parenting, and provides limited counseling in areas such as: child development, care and discipline; home management and safety; meal planning, preparation and nutrition. Uses methods of teaching relative to parent's learning ability. Acts as client/kinship family advocate when necessary. Confronts clients about inappropriate behavior. Participates as member of treatment team to develop, monitor and assess progress of case plan through ongoing consultation with case managers and/or supervisors and at scheduled case reviews. Makes random and scheduled home visits to monitor parenting skills and family functioning. Schedules and monitors visitations between parents/relatives and children in substitute care to observe interaction and to teach appropriate interpersonal skills. Often required to work beyond normal business hours to accommodate visits. Records and copies clients' visits using agency video equipment. May be required to demonstrate material presented as a means of instruction.</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: 10 Safety Practices, 11b Human Relations, 13b Agency Policies & Procedures, 16 Interviewing, 21 Social Services (social welfare, human development). SKILLS: 24 Transcription, 25b Word Processing (Microsoft, SACWIS), 29 Equipment Operations (video equipment), 30b Reasoning-recognize unusual or threatening conditions and take appropriate action, 30g Reasoning- understand system of mechanical or other procedures (video equipment), 30h Reasoning- apply principles to solve practical, everyday problems, 30l Reasoning-define problems, collect data, establish facts and draw valid conclusions, 31d Numerical-add, subtract, multiply & divide whole numbers, 32b Verbal-recognize safety warnings, 32k Verbal-complete routine forms, 32l Verbal-maintain accurate records, 32m Verbal-transcribe dictation, make appointments, 32o Verbal-originate routine business letters reflecting standard procedures, 32t Verbal-use proper research methods in gathering data, 32u Verbal-prepare & deliver speeches before specialized audiences & general public,</p>		
CLASS NUMBER 69311	List Position Numbers and Class Titles of Positions Supervised. If more than eight, list totals only:			SIGNATURE OF AGENCY REPRESENTATIVE/DATE	
				<i>David W. Haverfield, Director</i> BO 05 (ADM 4107)	

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CLASS TITLE Social Services Worker 1	%	Job Duties in Order of Importance		Minimum Acceptable Characteristics	
	17%	Maintains the cleanliness and safety of the visit rooms. Facilitates agency parenting group: Mails out notification letters to clients, prepares class materials and assignments; schedules guest speakers, completes summary of client's progress/participation. Provides individualized parent education as needed and/or requested by caseworker. Maintains a record in SACWIS activity logs of all client contacts and visitation.		33e Clerical-gather, collate & classify information about data, people or things, 34c Interpersonal-cooperate with co-workers on group projects, 34f-Interpersonal-handles sensitive inquiries from and contacts with officials and general public, 35b Physical-demonstrate agility (to move whole body quickly & easily)	
	4%	Assists clients in accessing and obtaining necessary support services, clothing/home furnishings, assistance programs, legal/health services, educational/employment opportunities. Provides transportation as required.		KNOWLEDGE: 11a. Public Relations-assigned responsibility for establishing & sustaining beneficial business relationships or establishing & projecting acceptable public image, 11b, 13b, 21 SKILLS: 25b, 30h, 31d, 32m, 33e, 34d Interpersonal-answer routine telephone inquiries from public, 35b	
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CLASS TITLE Social Services Worker 1	%	Job Duties in Order of Importance		Minimum Acceptable Characteristics	
	3%	Prepares records for court and testifies as required. Assists social workers and/or supervisors in the removal of children.		KNOWLEDGE: 10, 11b, 13b, 21 SKILLS: 25b, 29, 30i Reasoning-deal with variety of variables in somewhat unfamiliar context, 32l.	
4%	Attends training, meetings, and speaking engagements. Performs other duties as required.		KNOWLEDGE: 11b. SKILLS: 29, 30e Reasoning – carry out instructions in written oral, or picture form, 31d, 32l, 32u.		
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