

**TUSCARAWAS COUNTY JOB AND FAMILY SERVICES  
POSITION DESCRIPTION**

**SOCIAL SERVICES WORKER 3**

REGULAR HOURS OF WORK: 8:00 a.m. to 4:30 p.m.

IMMEDIATE SUPERVISOR: Toni Anderson

DEPARTMENT: Case Management II      PCN: 33004.0    CLASS: 69313    PAY RANGE: 29

QUALIFICATIONS: Completion of undergraduate field of study (i.e., social work, sociology, psychology, counseling) as required by college or university, or current Social Worker Licensure from Ohio Counselor and Social Worker Board. Employees who are subject to on-call duty must be able to respond within a one-half (1/2) hour travel time period of the county seat or make temporary lodging arrangements within a one-half (1/2) hour radius while performing on-call duty. A valid Ohio driver's license is required.

FLSA: Full Time, Non-Exempt

STATUS: Classified, Non-Bargaining Unit

PROBATIONARY PERIOD: one year

WORK LOCATION: on site --TCJFS

**SUMMARY OF POSITION:**

- Works with at risk families
- Creates individualized case/family plans with objectives towards achieving goals
- Helps enable family's ability to meet goals through various services
- Makes decisions in conjunction with proper authorities, takes legal action, prepares court documents, and testifies when necessary
- Completes timely case documentation and data entry within SACWIS/TRVERSE
- Coordinates community resources/makes referrals as necessary
- Performs on-call duties
- Provides public education and may be required to engage in public speaking
- Regular and predictable attendance is required

**ESSENTIAL DUTIES:**

70%	<ul style="list-style-type: none"><li>• Work with families at risk of child maltreatment as partners to identify family strengths, needs, and risks or concerns that are interfering with child safety, healthy child development, and/or family stability and well-being.</li><li>• Use standardized CAPMIS tools and protocols to assess and document safety and risk in accordance with agency requirements and accreditation standards. Create individualized case/ family service plans with identified goals in partnership with family and build objectives toward achieving goals.</li><li>• View family strengths and needs holistically and make appropriate service and support recommendations based on assessments and established goals.</li><li>• Facilitate family's ability to meet goals through engagement, communication, support, and connections to services. Implement crisis intervention as assigned by supervisor; may require working non-traditional hours.</li><li>• Make decisions in conjunction with proper authorities to take immediate action when individual(s) are in danger (including removal from the home to shelter care).</li><li>• Takes legal action, prepares court documents, and testifies in court when necessary. Accepts voluntary custody of minor children from responsible guardians.</li><li>• Complete case documentation and data entry within SACWIS on a timely basis to contribute to agency's continuous quality improvement and evaluation efforts. Scans and documents information into Traverse/EDSM. May be required to use own vehicle.</li></ul>
15%	<ul style="list-style-type: none"><li>• Coordinates community resources to assist in service delivery. Makes referrals to other agency resources. Provides casework counseling.</li><li>• Arranges for mental health professionals to assess mental competency in protective referral situations.</li><li>• Performs on-call duties as assigned.</li></ul>
10%	<ul style="list-style-type: none"><li>• Provides public education as prevention to abuse, neglect, etc.</li><li>• Makes speaking engagements with schools, law enforcement agencies, civic organizations, etc.</li><li>• Attends conferences, trainings, and meetings as required.</li></ul>
5%	<ul style="list-style-type: none"><li>• Other duties as assigned. May be required to use own vehicle and provide proof of current driver's license and vehicle insurance (which is defined in Ohio Administrative Code [OAC]). Employee may be required to submit to initial/ongoing background checks in accordance with FTI rules.</li></ul>

**NOTE:**

The Tuscarawas County Job and Family Services does not discriminate in provision of services or employment because of race, color, religion, gender, national origin, age, disability, military status, genetic information, sexual orientation, gender identity, protected veteran status or other characteristics protected by law.

**SPECIFICATIONS:**

As an employee of the Tuscarawas County Job and Family Services, I agree to comply with all agency policies at all times and shall demonstrate respect for, support dignity of, and observe the rights of all individuals served by the agency.

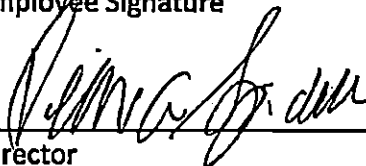
I will work to ensure and maintain effective relationships with other employees, program participants, parent/guardians, and state and local community service agencies.

I will adhere to all local, state, and federal laws and TCJFS policies and procedures.

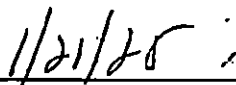
I have read the position description and understand the above statements are intended to describe the general nature and level of work required for this position. It is not meant to be an exhaustive list of all responsibilities, duties and skills required. I understand I will be expected to perform these duties and the number of days and hours that I am expected to work. I further acknowledge that I have been instructed on how to access Tuscarawas County JFS policies, procedures, handbook, contract, and agree to abide by its contents. I acknowledge that I am required to remain substance free. Finally, I understand that I am required to submit to background checks as a condition of initial and continued employment as specified by the agency policy.

Signature indicates receipt of position description, employees understanding of duties described here-in and agreement to comply.

\_\_\_\_\_  
Employee Signature

  
\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Date