

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

**SOCIAL SERVICE WORKER 3**

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

**IMMEDIATE SUPERVISOR:** Jaime Grunder, Case Management 1 Supervisor

**DEPARTMENT:** CM 1 PCN: 36004.0 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. Must possess valid Ohio driver's license.

**FLSA:** Full Time, Non-Exempt

**STATUS:** Classified, Bargaining Unit

**PROBATIONARY PERIOD:** one year

**WORK LOCATION:** on site --TCJFS

**SUMMARY OF POSITION:**

- Under direct supervision of the CM1 Supervisor, the Social Services Worker 3 is responsible for managing a child protective caseload involving abused, neglected and/or dependent children and their families.
- Provides casework counseling and referrals to community services to meet the needs of the case plan.
- Completes all computer entry information timely and as required.
- Is subject to on-call duties.
- May be required to use own vehicle. Must have a valid Ohio driver's license.

**ESSENTIAL DUTIES:**

45%	<ul style="list-style-type: none"><li>• Case manages a Child Protective caseload involving abused, neglected and/or dependent children and their families.</li><li>• Develops and implements case plans based on assessed risk to children, families and individual strengths and weaknesses.</li><li>• Applies Family Centered Neighborhood Based practices to accomplish case plan objectives and goals.</li><li>• Provides casework counseling; information, referral and follow-up; and crisis intervention as needed.</li><li>• Works with other professionals and organizations to coordinate and monitor services.</li><li>• It may be necessary to use your own vehicle.</li><li>• Sees children and parents/caregivers in their homes monthly.</li><li>• Travels to see foster children and foster parents/caregivers in their placements monthly.</li></ul>
40%	<ul style="list-style-type: none"><li>• Prepares to testify in court as needed.</li><li>• Completes Home Studies as required by the court on agency cases.</li><li>• 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.</li><li>• Uses SACWIS and agency computer system to record and review case information.</li><li>• Scans and documents information into Traverse/EDMS.</li><li>• Completes ODJFS 1616 &amp; CSI information for permanent custody cases.</li></ul>
10%	<ul style="list-style-type: none"><li>• Is on-call on a 24-hour basis as assigned by Supervisor.</li><li>• Attends training, conferences and related meetings.</li><li>• Gives speeches to civic and community organizations.</li></ul>
5%	<ul style="list-style-type: none"><li>• Other duties as assigned.</li><li>• 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]).</li><li>• 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.

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**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

\_\_\_\_\_  
Date

Veronica Spidell / m  
Director

3/24/25  
Date