

Seneca County Job & Family Services

Position Description

An Equal Opportunity Employer

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| Employee Name: Vacant | Position Title: Social Services Caseworker |
| PCN: 30036.0 | Class Title: Social Services Caseworker |
| Unit: Social Services | Employment Status: Full-time |
| Report to: Social Services Supervisor 1 | FLSA Status Pay: Non-exempt |
| Normal Hours: Flexible | Civil Service Status: Classified |
| EEO Status: | DOT: 195.107-014 |

General Description

Investigates claims of abuse and neglect of children and older adults. Manages case load of foster care and/or adoption assessments and placements. Testifies in court and serves as on-call worker after hours, as assigned.

Minimum Qualifications

Degree in Social Work or other social service related study.

- Bachelor's degree or
- Associates degree and 2 years in human services occupation or
- Employed at least 5 years in a human service occupation
- For employment to continue a person must obtain a job related bachelors degree no later than 5 years after the date of employment

Equipment Operated

- Computer
- Scanner
- Fax
- Telephone
- Copier
- Surface Pro
- Vehicles (must have valid Ohio driver's license)

Inherently Hazardous or Physically Demanding Working Conditions

None

Essential Functions

- Screens child abuse and/or adult protective referrals to ensure compliance with local, state, federal rules/laws
- Maintains caseload within mandated guidelines including child and adult protective services, adoptions, foster care placement, home certification
- Handles emergency cases
- Performs crisis intervention
- Provides referrals to individuals and families
- Assesses risk using OAC mandated tools
- Implements case and treatment plans
- Maintains necessary case records
- Provide in home and out of home services to individuals and families
- Remains on call for child abuse and neglect emergencies
- Provides or arranges for transportation
- Appears in court
- Maintains a working relationship with community providers
- Maintain contact with court personnel
- Appears in court as necessary
- Represents the agency at meetings
- Attends conferences workshops and trainings to obtain or maintain knowledge of current regulations
- Regular and predictable attendance

Other Duties and Responsibilities

Performs other related duties as assigned.

Characteristics

Knowledge of:

- Agency policies and procedures
- Available community resources
- Safety practices
- Counseling
- Case management
- Interviewing techniques
- Court practices and protocol

Skills in:

- Organization
- Communication
- Public speaking
- Writing
- Typing/word processing
- Interviewing

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

Signature of Employee

Date