

AUGLAIZE COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

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Agency:	Board of Commissioners	Employee Name:	Vacant
Class Number:	30132	Position Title:	Social Services Worker 2-FC Recruitment
Position Number:	32004.0	Civil Service Status:	Classified
Dept/Div:	Job and Family Services	Employment Status:	Full-time
Unit:	Children Services	FLSA Status:	Non-Exempt
Reports To:	Children Services Administrator	DOT/O*Net Code:	195.107.014-21.1099.00
EEO Status:	(02) Professionals	Normal Work Hours:	Weekdays, 8 a.m. – 4:30 p.m.

MINIMUM QUALIFICATIONS FOR EMPLOYMENT: An example of acceptable qualifications: Possession of a bachelor's degree from an accredited college or university in one of the following or related fields: public administration, human services, psychology, criminology, human resources, behavioral or social science, education or social work. Must have excellent verbal and written communication skills. Must be able to read, write, speak, and understand the English language.

LICENSURE OR CERTIFICATION REQUIREMENTS: Must possess a valid Ohio driver's license and maintain insurability under the County's vehicle insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive. Computer, copier, printer; landline or cellular phone, fax machine, and other standard/modern office equipment; scanners; voice recorder; cameras; motor vehicle; hole punch machine; computer software (e.g., Microsoft Office, EDMS, and other applicable computer software).

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: The employee has exposure to chemical compounds found in a standard office environment (e.g., toner, correctional fluid, etc.); ascends and/or descends stairs; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of falling from high places; uses or works in proximity to the use of firearms; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to fire; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; works second or third shift or rotating shift (on-call); has exposure to second-hand smoke; exerts up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects; is regularly required to stand, walk, and sit; has exposure to possible illegal substances.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

In cases of emergency, unpredictable situations, and/or department needs, the employee may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

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POSITION DESCRIPTION

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Employee Name: Vacant

Position Title: Social Services Worker 2-FC Recruitment

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 40% (1) Recruits & interviews prospective foster families (including therapeutic foster care families), determines eligibility, trains foster parents. Certifies & recertifies foster homes. Maintains case files in compliance for monitoring purposes. Interviews adoptive parents to determine eligibility. Performs adoptive home studies. Works with children, adoptive parents, and Juvenile Court to finalize adoption. Monitors adoptive placements for children available for adoption. Determines eligibility for adoption assistance programs. Maintains case files on adoptive applicants and adoptive assistance.
- 40% (2) Receives & places children in adoptive care & maintains a caseload of children in agency's permanent custody involving receiving & processing applications for an adoptive child; defines & develops permanent planning service goals, works with children, prospective adoptive parents & Juvenile Court to finalize adoption: prepares & maintains all necessary case records, data & supportive material, (i.e., social/medical histories, court documents, correspondences & other forms to comply with federal & state laws & regulations relating to adoption services for children & families.
- (3) Conducts training on child abuse recognition. Plans & conducts training for foster parents & adoptive applicants. Gives speeches on child abuse prevention. Attends meetings & mandated training, keeps in contact with community resources to coordinates services, make referrals. Testifies in court when necessary.
- 15% (4) Required to be on call for comprehensive emergency services.
- (5) Conducts equipment and office furniture inventories; provides receipts for all purchases.
- (6) Attends training, conferences, and meetings.
- (7) Maintains required licensures, certification, and continuing education requirements, if any.
- (8) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
- (9) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% (9) Performs other duties as assigned.

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Employee Name: Vacant

Position Title: Social Services Worker 2

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: *Federal, state and local laws/rules pertaining to social services and specific to child protection; interviewing practices; child safety assessments; *Statewide Automated Child Welfare Information System (SACWIS); *county, department, and division goals and objectives; *county, department, and division policies and procedures; case management; work place safety; office practices and procedures; business grammar and spelling; data entry; records management; social work techniques; child development; community resources and services.

Skill in: Use of modern office equipment; data entry; customer service; active listening (giving full attention to what other people are saying and taking time to understand the points being made); service orientation; social perceptiveness; speaking and writing; conflict resolution.

Ability to: Carry out instructions in written, oral, picture or schedule form; deal with problems involving several variables within a familiar context; recognize unusual or threatening conditions and take appropriate action; draw valid conclusions; interview others; prepare accurate documentation; *maintain records according to established procedures; communicate effectively with a diverse public and professional audience; understand a variety of written and/or verbal communication; exercise independent judgment and discretion; act as an expert witness; compile and prepare reports; gather, collate, and classify information; develop and maintain effective working relationships with internal and external stakeholders; perform job safely; maintain a flexible schedule; perform job safely.

POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

None

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 my position description and that I understand the contents of the position description. I agree to abide by the requirements set forth. I understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these activities.



(Approval of Appointing Authority)

04/05/2022

(Date)

(Employee Signature)

(Date)