

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Auglaize County DJFS

DIVISION OR INSTITUTION

UNIT OR OFFICE
PCSA

POSITION CONTROL NUMBER
32004.0

CLASS TITLE
Social Services Worker 2

CLASS NUMBER
30132

State Agency County Agency New Position Change

County of Employment
Auglaize

USUAL WORKING TITLE OF POSITION
Social Services Worker 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
30000.0 Social Services Supervisor 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00am to 4:30pm (some overtime may be required) Page of 1 of 1

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50%	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.	Knowledge of: 1, 2, 3 4, 5, 6, 7 8, 9, 10, 11, 12 13, 14, 15, 16 17 18, 19, 20, 21, 22, 23,24, 25, 26, 27, 28, 30, 31, 32, 33, 34, 35, 36, 38, 39, 42, 43, 45, 46, 47, 48, 54, 55
20%	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. Is on an "on call" rotating schedule for comprehensive emergency services.	Skills in: 1, 2, 3, 4, 5
10%	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.	Abilities to: 1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12, 13, 14, 15, 16, 17, 19, 20, 21, 26, 27, 29, 31, 32, 34, 36, 37, 38, 39, 41, 44, 47, 49, 50, 53, 62, 65, 66, 67
5%	Conducts training on child abuse recognition. Plans & conducts training for foster parents & adoptive applicants. Gives speeches on child abuse prevention.	
5%	Attends meetings & mandated training, keeps in contacts with community resources to coordinates services, makes referrals. Testifies in court when necessary.	
5%	Other duties as required.	

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Julie Gosard

2/11/2020