

AUGLAIZE COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

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Agency:	Board of Commissioners	Employee Name:	Vacant
Class Number:	30134	Position Title:	Social Services Worker 2
Position Number:	32003.0		
Dept/Div:	Job and Family Services	Civil Service Status:	Classified
Unit:	Children Services	Employment Status:	Full-time
Reports To:	Social Services Administrator	FLSA Status:	Non-Exempt
EEO Status:	(05) Paraprofessional	DOT/O*Net Code:	195.107.014-21.1099.00
		Normal Work Hours:	Weekdays, 8:00 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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Employee Name: Vacant

Position Title: Social Services Worker 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

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

- 40% (1) Responds to reports of abuse, neglect, dependency, and families in need of children services; conducts face-to-face or phone interviews with children, parents, alleged perpetrators and community members; completes required visits to family homes and makes assessments; completes all investigations; determines immediate safety of children and monitors and reassesses on an ongoing basis; provides parent education and training; collaborates with law enforcement; administers drug screens; makes referrals to community resource providers to access appropriate supportive services; researches client criminal and children's services histories; maintains client confidentiality; facilitates and monitors family visitation; responds to phone calls, emails, and text messages according to policy; may conduct child removals and find placement for the children, provides transportation for child and/or parents, screenings, intake reports, Conduct 90 day & SARS.
- 40% (2) Documents all work related activities in the Statewide Automated Child Welfare Information System (SACWIS) and Traverse within established timeframes; completes additional reports as required such as case plans, status reports, safety assessments, family assessments, case reviews etc.; attends and testifies in court hearings; participates in interviews conducted by law enforcement and educational systems; files complaints with the prosecutor's office; conducts analysis of provider reports. Participates in Family team meetings; completes paperwork for court filings and case transfers; processes report and releases. May serve as SACWIS Coordinator i.e., trouble shooting, Help Desk point of contact for technical assistance, trains and assists staff on SACWIS utilization.
- 15% (3) Required to be on call for comprehensive emergency services.
- (4) Conducts equipment and office furniture inventories; provides receipts for all purchases.
- (5) Attends training, conferences, and meetings.
- (6) Maintains required licensures, certification, and continuing education requirements, if any.
- (7) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
- (8) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

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

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Employee Name: Vacant

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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)

(Date)

(Employee Signature)

(Date)