

AUGLAIZE COUNTY

An Equal Opportunity Employer

Position Description

Agency:	Board of Commissioners	Employee Name:	Vacant
Position Title:	Case Manager/Employment Services Counselor		
Class Number:	30151	Position Number:	21011.0
Dept/Div:	Job and Family Services	Civil Service Status:	Classified
Unit:	Workforce Development	Employment Status:	Full-time
Reports To:	Workforce Development Supervisor	FLSA Status:	Non-Exempt
EEO Status:	05 – Paraprofessional	DOT/O*Net Code:	195.267-010/43-4061.00
Civil Service Status:	Classified	Normal Work Hours:	Weekdays 8 a.m. – 4:30 p.m.

MINIMUM QUALIFICATIONS FOR EMPLOYMENT: An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED); courses in behavioral or social science; six (6) months or more of related experience and/or training; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities to perform the essential functions of the position. 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 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; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; exerts up to 10 pounds of force occasionally, and /or a negligible amount to lift, carry, push, pull, or otherwise move objects; is regularly required to stand, walk, and sit.

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

In cases of emergency, unpredictable situations, and/or department needs, required to lift, push, pull, and/or carry objects heavier than DOL strength ratings recommend.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION:

For purposes of 42 USC 12101:

- 70% Determines eligibility for PRC, CCMEP, and WIOA and conducts and assessment of clients referred for self-sufficiency services (e.g., receives and reviews referrals from internal and external referral sources; assess and gathers pertinent information necessary to complete assessments; makes initial assessment of needs and strengths as a means of determining necessary services for self-sufficiency) AND/OR provides on-going services to assist with maintaining self-sufficiency (e.g., makes home, school, or employment visits; develops individual opportunity plans; provides follow up services; assesses case progress; makes referrals to outside agencies and follows up on referrals); contacts employers to determine employment and training opportunities; maintains case records. Receives and reviews referrals from internal and external referral sources; assess and gathers pertinent information necessary to complete assessments; makes initial assessment of needs and strengths as a means of determining necessary services for self-sufficiency of ABAWDS. Adult Mentoring, and monitoring of TABE testing.
- 20% Performs daily tasks regarding the maintenance of clients' self-sufficiency program activity; provides updates regarding progress; delivers speeches/presentations regarding agency programs to civic organizations, schools, etc. Provides RESEA Services to individuals referred by RESEA. Makes referrals to supportive service agencies that assist with attainment of self-sufficiency skills (e.g. locating and arranging for transportation, assistance with locating and maintaining child care, assistance with shopping and meal planning, homemaker skills; locating and maintaining housing, budget preparation, etc.) Coverage of Ohio Means Jobs Resource Room including assisting customers with Ohio Means Jobs website.
- 15% (3) Conducts equipment and office furniture inventories; provides receipts for all purchases.
- (4) Attends training, conferences, and meetings.
- (5) Maintains required licensures, certification, and continuing education requirements, if any.
- (6) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
- (7) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% (8) Performs other duties as assigned.

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MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: *Federal, state and local laws/rules pertaining to social services and income maintenance; *county, department, and division goals and objectives; *county, department, and division policies and procedures; interviewing practices; training and development practices; workplace safety; office practices and procedures; business grammar and spelling; data entry; records management; social work techniques; 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.

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 both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)