

**TUSCARAWAS COUNTY JOB AND FAMILY SERVICES
POSITION DESCRIPTION**

SOCIAL SERVICES WORKER 3

REGULAR HOURS OF WORK: 8:00 a.m. to 4:30 p.m.

IMMEDIATE SUPERVISOR: Nichole John

DEPARTMENT: Protective PCN: 34008.0 CLASS: 69313 PAY RANGE: 29

QUALIFICATIONS: A bachelor's degree in a human-services-related field is preferred. Applicants may also qualify with an associate degree in a human-services-related field or by completing at least 60 credit hours, or the equivalent, toward a human-services or related degree. Individuals may also qualify with a minimum of five years of experience in a human-services-related occupation. An applicant hired without a bachelor's degree must obtain one no later than five years after employment with the agency begins. In addition, applicants must be able to perform the essential physical duties and responsibilities of the position, including conducting mandated home visits in a variety of environmental and physical conditions, and must have the ability to retain and recall essential information in order to provide accurate and effective testimony in court proceedings.

FLSA: Full Time, Non-Exempt

STATUS: Classified, Bargaining Unit

PROBATIONARY PERIOD: one year

WORK LOCATION: on site --TCJFS

SUMMARY OF POSITION:

- Works with at risk families
- Creates individualized case/family plans with objectives towards achieving goals
- Helps enable family's ability to meet goals through various services
- Makes decisions in conjunction with proper authorities, takes legal action, prepares court documents, and testifies when necessary
- Completes timely case documentation and data entry within SACWIS/TRVERSE
- Coordinates community resources/makes referrals as necessary
- Performs on-call duties and must be able to respond within a one-half (1/2) hour travel time period of the county seat

- Provides accurate and effective court testimony
- Completes mandated home visits with children and families in and out of county
- Provides public education and may be required to engage in public speaking
- Regular and predictable attendance is required

ESSENTIAL DUTIES:

70%	• Manages a caseload involving abused, neglected, dependent and/or unruly/delinquent children and their families working to identify family strengths, needs, risks and/or concerns that are interfering with child safety, healthy child development, family stability and well-being. • Uses standardized CAPMIS tools and protocols to assess and document safety and risk in accordance with agency requirements. • Completes face to face requirements with children, parents, kinship providers, and foster parents in their homes (in or out of county) as required by OAC. • Makes decisions in conjunction with proper authorities to take immediate action when individual(s) are in danger (including removal from the home to shelter care). Accepts voluntary custody of minor children from responsible guardians. • Prepares Family Service Plans/Case Plans, Case Reviews, Semi-Annual Administrative Reviews, Genograms, Home Studies, ODJFS 1616, Child Study Inventories, and other required forms in accordance with agency requirements per OAC and ORC. • Completes Independent Living assessments, plans, and monthly incentive paperwork accurately and timely. • Prepares court documents. Prepares for and provides accurate and effective testimony in court proceedings. • Completes case documentation and data entry accurately into SACWIS and agency computer system on a timely basis. Reviews case information to prepare for meetings and court. Scans and documents information into Traverse/EDMS. • View family strengths and needs holistically and make appropriate service and support recommendations based on assessments and established goals. • Facilitate family's ability to meet goals through engagement, communication, support, and connections to services. Implement crisis intervention as assigned by supervisor. • May be required to use own vehicle. • May require non-traditional work hours.
15%	• Coordinates community resources to assist in service delivery. Makes referrals to other agency resources. Requests reports, assessments, recommendations as needed. Makes referrals to other agency resources. Crisis intervention as assigned by supervisor. Provides casework counseling. • Arranges for behavioral health professionals to assess competency in protective referral situations
10%	• Performs on-call duties as assigned. • Attend trainings, conferences, and related meetings as required.

	Provides public education on abuse and neglect issues through speaking engagement opportunities with schools, law enforcement agencies, civic and community organizations.
5%	Other duties as assigned. May be required to provide proof of current driver's license and vehicle insurance per OAC. May be required to submit to initial/ongoing background checks in accordance with FTI rules.

NOTE:

The Tuscarawas County Job and Family Services does not discriminate in provision of services or employment because of race, color, religion, gender, national origin, age, disability, military status, genetic information, sexual orientation, gender identity, protected veteran status or other characteristics protected by law.

SPECIFICATIONS:

As an employee of the Tuscarawas County Job and Family Services, I agree to comply with all agency policies at all times and shall demonstrate respect for, support, dignity of, and observe the rights of all individuals served by the agency.

I will work to ensure and maintain effective relationships with other employees, program participants, parent/guardians, and state and local community service agencies.

I will adhere to all local, state, and federal laws and TCJFS policies and procedures.

I have read the position description and understand the above statements are intended to describe the general nature and level of work required for this position. It is not meant to be an exhaustive list of all responsibilities, duties and skills required. I understand I will be expected to perform these duties and the number of days and hours that I am expected to work. I further acknowledge that I have been instructed on how to access Tuscarawas County JFS policies, procedures, handbook, contract, and agree to abide by its contents. I acknowledge that I am required to remain substance free. Finally, I understand that I am required to submit to background checks as a condition of initial and continued employment as specified by the agency policy.

Signature indicates receipt of position description, employees understanding of duties described here-in and agreement to comply.

Employee Signature

Date

Director

Date