

POSITION DESCRIPTION

Classification: Ongoing Family Services Caseworker

I. JOB DUTIES

- A. Responsible for meeting all job expectations in providing protective casework services for families and children within the context of their community. Provide family-centered, neighborhood-based case management services to caseload of approximately 15 families identified as having a high potential for abuse, neglect or dependency through the following:
1. Participate in conferences with intake personnel and the family in the family's home (when safe) to transfer cases in a manner which provides a smooth transition to ongoing services
 2. Thoroughly complete and/or revise the Family Risk Assessment with the family to assess each child and family's strengths and needs, as well as risk of harm to the child or children in the home
 3. Participate in a Team Decision Making - Family Case Conference
 4. Participate in the Family Team Meeting – working with the foster care department to coordinate and schedule meeting
 5. and Correspond with letters to parents, other family members, court and other professionals to provide reports on progress, etc., in keeping with the case plan
 6. Participate in administrative and court review of the case plan
 7. Provide in-home supportive services; education; counseling; community and neighborhood resource linkage and referral; advocacy; and other social service intervention to families and children within the context of their neighborhood
 8. Assist the family in creating firm neighborhood-based linkages by initiating the relationship between the family members and the provider
 9. Maintain contact with families through regular and planned as well as unannounced visitation of parents and children
 10. At monthly face-to-face meeting with family review case plan goals and objectives, identify progress and barriers to progress – brainstorm ways to overcome barriers with family and document implementation activities, follow-up in between meetings
 11. Prepare and participate in court proceedings when placement of children out of their home if necessary
 12. Work with foster care department to coordinate visits with the foster care worker in the foster family's home to strengthen the agency stakeholder relationship with foster parents and child

Ongoing Family Services Caseworker
Page 2.

13. Provide services to children in foster homes, relative homes, group homes, or residential treatment; participate in efforts to prepare child, family and substitute caretaker for placement; coordinate service planning with substitute caregiver; plan, coordinate and supervise visits between children and their significant family members; prepare children and parents for return home; provide supportive follow up services to maintain in-home placement of children
 14. Pursue permanent custody and planning for adoption or other permanent substitute care for children who cannot be returned to their birth families
 15. Participate and/or plan Reunification Parties
 16. Perform duties of on-call as outlined in on-call job description when called upon to respond to emergency situations after hours
- B. Completes necessary documentation and forms in accordance with agency policy and procedures
1. Completes timely contact records as well as monthly case assessment and summary in each family record
 2. Update genogram and eco-map when significant life events occur
 3. Completes case plans within thirty days of the case opening by preparing plan and obtaining all parties signatures or documents reason for lack of agreement
 4. Amends case plans timely according to agency policy
 5. Prepares semi-annual review timely according to Agency guidelines
 6. Prepares complaints, Affidavits, Motions and Annual Review reports for Juvenile court
 7. Prepares and updates timely individual child Care Agreements and Education/Medical forms for children placed out of their homes
 8. Prepares and updates Social History for children placed out of their homes
 9. Obtains and maintains copies of out of state permission for children traveling out of the state of Ohio
 10. Prepares a monthly documentation of serviceable time for Title XX billing
 11. Documents job activities when called upon for a time study
 12. Keeps records of all correspondence to and from the agency in the family case file
 13. Keeps family case record documentation in an orderly fashion as prescribed by agency policy in a timely manner
- C. Participates in agency planning program
1. Attend weekly supervisory meetings and reports to the ongoing supervisor immediately matters involving risk of harm to a child or matters of concern affecting agency functioning
 2. Participates in team decision meetings and placement decision meetings

3. Actively participate in team decision making meetings and attend and provide input at unit and staff meetings
- D. Represents the agency to the community and strengthens community relationships
1. Speaks to community groups requesting information about the agency
 2. Upholds professional social work ethics in the work place and community
 3. Attends conferences and workshops to maintain current knowledge about professional topics

II. JOB REQUIREMENTS

- A. LSW- Licensed Social Worker, State of Ohio
- B. A minimum of a Bachelor's Degree in Social Work or closely related social services degree
- C. Experience working with children including infants and adolescents
- D. A willingness to work with diverse populations
- E. A willingness to work flexible hours
- F. Possession of above average written and verbal communication skills
- G. A valid Ohio driver's license
- H. Auto insurance required by law and agency needs
- I. Access to private auto on a daily basis

III. KNOWLEDGE REQUIRED

- A. Human behavior, child development, family systems, family violence, separation and placement dynamics
- B. Definition, philosophy, values and outcomes of a family centered, neighborhood based approach to service delivery
- C. The effects of child abuse and neglect upon child development
- D. Social work ethics, values and standards of practice
- E. Culturally sensitive practice values
- F. Ohio Department of Job and Family Services Rules and Regulations regarding protective and placement services
- G. Agency policies and procedures
- H. Community resources
- I. Agency Mission
- J. Windows and WordPerfect software

IV. SKILLS REQUIRED

- A. To assess family functioning, including risk assessment
- B. To analyze family dynamics and reach valid conclusions
- C. To engage hostile, resistant clients with patience and persistence
- D. To perform casework intervention strategies and be effective in helping and preserving families
- E. To embrace a family-centered, neighborhood-based approach to child welfare
- F. To respond appropriately during emergency situations with crisis intervention skills
- G. To manage stressful situations in a productive manner
- H. To respond flexibly to a wide range of personalities and needs
- I. To establish relationships with community stakeholders, providers, churches, etc., in the geographic location assigned to the Unit
- J. To work cooperatively with and relate to other units within the agency
- K. To work cooperatively with other agencies and professional persons
- L. To listen carefully and provide honest, constructive feedback to clients
- M. To communicate effectively both orally and in writing
- N. To plan, organize and prioritize competing job duties
- O. To operate personal computer

