

POSITION DESCRIPTION  
**FRANKLIN COUNTY CHILDREN SERVICES**

An Equal Opportunity Employer

<b>JOB CLASSIFICATION:</b> <i>Child Welfare Caseworker 1</i>		<b>DIVISION:</b> <i>Permanency Care</i>	<b>DEPARTMENT:</b> <i>Community Development – Kinship Care</i>
<b>WORKING TITLE:</b> <i>Kinship Care Caseworker</i>		<b>PCN &amp; CLASSIFICATION OF SUPERVISOR:</b> <i>Child Welfare Casework Supervisor 2</i>	<b>JOB STATUS:</b> <i>Full-time (flexible hrs)</i>
<b>CLASSIFICATION NO.:</b> <i>06013</i>		<b>PCN:</b> <i>Click here to enter text.</i> <b>PAY RANGE:</b> <i>20</i>	<b>REVISION DATE:</b> <i>4/18</i>
<b>EQUIPMENT USED:</b> <i>telephone calculator printer computer copying machine automobile</i>			
<b>MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED:</b> <i>Bachelor's degree in social work or related area.</i> <b>PREFERRED:</b> <i>LSW will be considered equivalent to a Bachelor's degree in social work. Employee needs to be proficient in computer use in order to navigate SACWIS and other applications frequently used by caseworkers; able to type 25 WPM.</i>			
<b>PURPOSE:</b> <i>Employee is under the supervision of the Kinship Care Supervisor; conducts kinship home studies; provides in home support services to kinship caregivers; provides a service that is an extension of the service team and case plan; provides stabilization support services during the kinship placements; supports the Kinship Permanency Incentive (KPI). The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency and Well-being for the families served by the agency. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.</i>			
<b>JOB DUTIES:</b>			
<i>35%</i>	<i>Responsible for conducting kinship home studies, including those for KPI and babysitter home studies, and assures completion in a timely manner and in compliance with all agency and ODJFS standards and policies.</i>		
<i>35%</i>	<i>Responsible for ongoing support to kinship caregivers who have youth placed in their home, regardless of custody status; support for ongoing services includes conducting orientation sessions, developing and assessing support plans, providing identified and approved material/financial assistance, completing designated number of home visits within required timeframes, and coordinating and conducting regular support groups/annual conference. Participates in case reviews, including TDMs and SARs, and evaluates needs of kinship caregivers to help support and stabilize placement of youth.</i>		
<i>25%</i>	<i>Communicates and collaborates with service teams and other agency staff, agency partners, and community providers while acting as an extension of the service team. Maintains and ensures accurate and timely documentation occurs according to agency/department policy and in compliance with ODJFS/OAC rules and ORC laws.</i>		
<i>5%</i>	<i>Performs other related duties as assigned.</i>		

*Child Welfare Caseworker 1*

*PCN*

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**\* Employee in this position is expected to cover kinship support group meetings/conferences in addition to other kinship related activities, which may include some weekends and hours outside of the regularly scheduled work shift.**

List no. of positions and Class Titles of positions supervised

NA

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date