

# HIGHLAND COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES

An Equal Opportunity Employer  
**POSITION DESCRIPTION**

Page 1 of 4

<b>Employee Name:</b>	Stephanie Shaffer	<b>Position Title:</b>	Social Services Worker 2 – Adoption Worker
<b>Unit or Office:</b>	Social Services	<b>Class Number:</b>	30132
<b>Position Control No.:</b>	10082.0	<b>Pay Level:</b>	28
<b>Reports to:</b>	Social Services Supervisor/Administrator	<b>FLSA Status:</b>	Non-exempt
<b>Civil Service Status:</b>	Classified	<b>Employment Status:</b>	Full-time, 40 hours
<b>Agency Type:</b>	County	<b>Normal Working Hours:</b>	Agency Hours
<b>Position Status:</b>	Change		

**GENERAL DESCRIPTION:**

Under general supervision, the Social Services Worker 2 – Adoption Worker coordinates foster/adoption services and legal advocacy for abused children, evaluates the home life and background of potential adoptive families, and ensures a stable adoptive match.

**QUALIFICATIONS: An example of acceptable qualifications:**

Possession of a Bachelor’s degree from an accredited college or university with major course work in Public Administration, Human Services, Psychology, Social Work, Education, or related field and two (2) year recent work experience within a JFS Department involving public assistance programs; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

JOB DUTIES in order of importance

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

- 45%      1.    Manages a case load of children who are in the permanent custody of the Agency or in a Planned Permanent Living Arrangement (PPLA); continuously assesses the degree to which children are at risk; develops case plan with substitute caregiver and child (where appropriate) and provides casework services to children in placement; meets regularly with substitute caregivers; problem solves with foster parent for creative interventions that help child heal from past traumas and/or loss; makes referrals to community resource providers to access appropriate supportive services; maintains regular contact with supportive service providers to ensure coordination and effectiveness of services; arranges pre-placement visits between perspective adoptive parents and children; proactively seeks out and recruits child-specific adoptive homes for Highland County; completes child-specific home studies for adoptive parent licensing; complete visits in the home and in the community to assess functioning (extensive driving may be required); maintains client confidentiality in accordance with directives from Highland County Job and Family Services, Highland County Board of County Commissioners and Ohio Administrative Code; processes fingerprints.
  
- 20%      2.    Completes necessary paperwork such as case notes, activity logs, case plans and updates, assessments, case reviews, CAPMIS tools, social histories timely; updates SACWIS on a timely basis; utilizes technological resources to support case management activities (scanning, uploading, mobile devices and accompanying software, etc.).

Date Adopted \_\_\_\_\_  
Date Revised \_\_\_\_\_

Developed by:  
Clemans, Nelson & Associates, Inc.

{2/14/2019 PDHJHS 00227133.DOCX }

**HIGHLAND COUNTY**  
**DEPARTMENT OF JOB AND FAMILY SERVICES**

An Equal Opportunity Employer  
**POSITION DESCRIPTION**

Page 2 of 4

---

**Employee Name:**

**Position Title:** Social Services Worker 2 –  
Adoption Worker

---

- 20%      3.    Attends and participates in necessary family team meetings, reviews, and supervision; schedules, attends and participates in child matching meetings, pre-adoptive staffings and subsidy negotiations.
  
- 10%      4.    Completes complaint and other necessary paperwork for Juvenile Court; prepares for court cases with Supervisor/Prosecutor’s Office; attends all case hearings and case review; testifies in Highland County Juvenile Court as a representative for Highland County Children’s Services explains court processes to clients and witnesses; notifies clients, caregivers and witnesses of hearing dates.
  
- 5.    Attends meetings and serves on committees, as directed; attends training and seminars, as directed; maintains required training hours in accordance with OAC 5101:2-33-55 “Education and In-Service Training Requirements for PCSA workers.”
  
- 6.    Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
  
- 7.    Demonstrates regular and predictable attendance; may be required to work extra hours, evening hours, weekends and/or holidays as necessary; due to the nature of the job, when scheduled for on-call assignment, the Social Service Worker 2 – Adoption Worker must be available to return to work after normal work hours or on weekends and/or holidays when called to do so.

**OTHER DUTIES AND RESPONSIBILITIES:**

- 5%      1.    Performs other duties as assigned.

**MINIMUM ACCEPTABLE CHARACTERISTICS: (\*indicates developed after employment)**

**Knowledge of:** County and departmental goals and objectives;\* County and departmental policies and procedures;\* government structure and procedures; generally accepting accounting principles; budgeting; interviewing; social work techniques; behavior modification techniques; child development; community resources and services; English grammar and spelling; records management; public relations; case management; foster care policies, programs, rules, and regulations; social services policies, programs, rules and regulations; human services administration; workplace safety; office practices and procedures.

**Skill in:** Typing; data entry; word processing; computer operation; computer programs (e.g., Microsoft Office, DJFS specific software, etc.); adding machine or calculator operation; use of modern office equipment.

**Ability to:** Deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; engage with a diverse population using a variety of techniques, apply critical thinking skills when evaluating a collection of information, work independently and as part of a team, use a variety of problem-solving skills to develop creative and attainable solutions; understand most difficult classes

---

Date Adopted \_\_\_\_\_  
Date Revised \_\_\_\_\_

Developed by:  
Clemans, Nelson & Associates, Inc.

{2/14/2019 PDHJHS 00227133.DOCX }

**HIGHLAND COUNTY**  
**DEPARTMENT OF JOB AND FAMILY SERVICES**

An Equal Opportunity Employer  
**POSITION DESCRIPTION**

Page 3 of 4

---

**Employee Name:**

**Position Title:** Social Services Worker 2 –  
Adoption Worker

---

of concepts; understand, interpret, and apply laws, rules, or regulations to specific situations; read, copy, and record figures accurately; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; prepare accurate documentation; copy records precisely without error; communicate effectively; understand a variety of written and/or verbal communications; handle sensitive inquiries from and contacts with officials and general public; conduct effective interviews; resolve complaints; develop and maintain effective working relationships; travel to and gain access to worksite.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess a valid state of residency driver’s license. Must remain insurable under the County’s vehicle insurance policy.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive:

Motor vehicle, personal computer, computer software, printer, copier, fax machine, postage machine, calculator, scanner, shredder, telephone, and other commonly utilized standard modern business office equipment.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

Employee ascends and/or descends ladders, stairs, or scaffolds; works in an area in which the means of egress is or can be obstructed; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; exposed to possibly injury as a result of working with moving mechanical parts of equipment or machines; works in or around crowds; has contact with potentially violent or emotionally distraught persons or vicious animals or life threatening situations; has exposure to fire, hot, cold, wet, humid, or windy weather conditions; exposure to hazardous driving conditions; works second or third shift; exerts up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

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, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

**POSITIONS DIRECTLY SUPERVISED:**

---

Date Adopted \_\_\_\_\_  
Date Revised \_\_\_\_\_

Developed by:  
Clemans, Nelson & Associates, Inc.

{2/14/2019 PDHJHS 00227133.DOCX }

**HIGHLAND COUNTY**  
**DEPARTMENT OF JOB AND FAMILY SERVICES**

An Equal Opportunity Employer  
**POSITION DESCRIPTION**

---

**Employee Name:**

**Position Title:** Social Services Worker 2 –  
Adoption Worker

---

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 and understand and agree with the contents of this position description.

---

(Signature of Appointing Authority/Designee)

---

(Date)

---

(Signature of Employee)

---

(Date)