

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

An Equal Opportunity Employer  
**POSITION DESCRIPTION**

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<b>Employee Name:</b>		<b>Position Title:</b>	Social Services Worker 2 Ongoing Caseworker
<b>Unit or Office:</b>	Social Services	<b>Class Number:</b>	30132
<b>Position Control No.:</b>		<b>Pay Level:</b>	D
<b>Reports to:</b>	Social Services Supervisor/Administrator	<b>FLSA Status: Non-exempt</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		

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**GENERAL DESCRIPTION:**

Under general supervision, the Social Services Worker 2 – Ongoing Caseworker manages families whose children have been or are at significant risk of abuse or neglect and advocates for the family unit.

**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:**

- 50%      1.    Manages families whose children have been or are at significant risk of being abused or neglected; advocates for children through family unit; continuously assesses the child; develops case plan with family and provides in-home casework services; complete visits in the home and in the community to assess functioning (extensive driving may be required); provides casework services to children in placement and meets regularly with substitute care givers; makes referrals to community resource providers to access appropriate services and assists with transportation as needed; maintains regular contact with providers to ensure coordination and effectiveness of services; ensure children’s educational, physical and behavioral health needs are met; coordinates with kinship families to provide children/families with a support system; processes fingerprints; administers random drug screens; works with foster care staff to access appropriate placements and prepares children and families for placement; arranges regular visitation between guardians and placed children; works with Adoption Unit to prepare a child for adoptive placement; maintains client confidentiality in accordance with directives from Highland County Job and Family Services, Highland County Board of County Commissioners and Ohio Administrative Code.
  
- 25%      2.    Ensures the timely completion of required correspondence, forms, reports, and documents, such as: case notes and activity reports, case plans and updates, administrative case reviews; CAPMIS tools, social histories, and SACWIS updates; utilizes technological resources to

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support case management activities (scanning, uploading, mobile devices and accompanying software).

- 8%      3.    Attends and participates in necessary family team meetings, reviews, supervision and training, such as: Family Conferences, Placement and Family Team Meetings Transfer Conferences, SAR, etc.
  
- 15%     4.    Completes complaint and other documents, reports, forms, etc., for Juvenile Court; attends all hearings and case reviews; testifies in Highland County Juvenile Court as a representative for Highland County Children’s Services; explains the court process to client and witnesses; notifies clients, care givers 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 – Ongoing Caseworker 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 polices, 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.

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**Ability to:** Deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; understand most difficult classes of concepts; 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, 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.

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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:**

None.

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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.

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(Signature of Appointing Authority/Designee)

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(Date)

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(Signature of Employee)

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(Date)