

**AUGLAIZE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES
JOB OPPORTUNITY**

Date Posted: July 16, 2019

~~**Deadline: July 22, 2019**~~

CLASSIFICATION: Social Service Worker 2

PAY RANGE: 18 \$19.36/hr.

POSITION NUMBER: 31001.0

HOURS OF WORK: 8:00AM TO 4:30PM

SUPERVISOR: Seth Bowersock

**SEND RESUME FOR OUTSIDE BID OR INTERNAL BID FORM FOR
INTERNAL BID TO: Julie Gossard**

THIS POSITION IS:

Permanent XX Full-Time XX Part-Time _____ Intermittent _____

JOB DUTIES: See attached

MINIMUM QUALIFICATIONS: One year of experience as a Social Services Worker 1, 30131, or completion of graduate core coursework in behavioral science, social science early childhood development, education or related fields, or completion of undergraduate major core coursework or two years technical training in behavioral science, social science, early childhood development technology, education or related field. Also requires one year of experience in a position similar to a Social Services Worker 1, 30131 or working with children/adults in need of or receiving protective services, or handling adoptions, or counseling persons who have experienced abuse/neglect, and a valid driver's license, or two courses in adult psychology one of which must be in the area of gerontology or twelve months experience, two courses or twelve months experience in child psychology, two courses in social welfare or other sociology related topic or twelve months experience, two course or twelve months experience in counseling, one course or six months experience in interviewing techniques, one course or six months experience in domestic violence, and one course or six months experience in courtroom procedures. Also requires one year of experience in a position similar to a Social Services Worker 1, 30131 or working with children/adults in need of or receiving protective services, or handling adoptions, or counseling persons who have experienced abuse/neglect, and a valid driver's license. Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

*Applicants needing accommodation for completing application or interview,
please contact Julie Gossard at 1-567-242-2700.*

*Auglaize County does not discriminate on the basis of race, color, national origin, sex,
religion, age, disability or veteran status in the employment of the provision of services.*

POSITION DESCRIPTION

OHIO DEPARTMENT OF
ADMINISTRATIVE SERVICES

HUMAN RESOURCE
DIVISION

AGENCY
Auglaize County DJFS

Children Services

POSITION CONTROL NUMBER
31005.0

CLASS TITLE
Social Services Worker 2

CLASS NUMBER
30132

State Agency County Agency New Position Change

County of Employment
Auglaize

USUAL WORKING TITLE OF POSITION
Social Services Worker 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
30000.0 Social Service Supervisor 1

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 am to 4:30 pm

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
65%	<p>Receives initial phone call for reports of abuse and neglect. Completes related intake report. Investigates complaints of abuse & neglect of children and/or older adults. Conducts interviews with parties concerned, works with law enforcement as outlines in County Plan of Cooperation, provides intensive services to children & respective families, maintains all necessary records & material (i.e., social & medical histories, court documents & all other forms & reports to comply with Federal & State laws & regulations relating to dependency, neglect & abuse). Receives, places & provides services to dependent, neglected and/or abused children in foster/own home. Maintains a caseload (i.e. defining & developing individual service goals, case planning, reunification case plans, & all necessary reviews) for children in temporary custody, under court ordered protective supervision, or voluntary services; works with children, respective families, foster parents, & Juvenile Court to implement counseling, transportation and monitoring of visitations, & any other matters of reunification.</p>	<p>Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18,</p> <p>Skills in: 1, 2, 3, 4, 5,</p> <p>Abilities to: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 36, 37, 38, 39, 40, 41, 42, 43</p>
20%	<p>May serve as SACWIS Coordinator i.e., trouble shooting, Help Desk point of contact for technical assistance, trains and assists staff on SACWIS utilization. Provides quality assurance reviews and performs case management. May complete applications for various publicly funded programs; coordinate, monitor, and assist in completion of internal social service forms; and assist with SAR i.e., paperwork, timeline compliance, etc. Also assists the Fiscal Department with preparing of social services related invoices for processing. May also determine and redetermine client's eligibility for publicly funded social service programs.</p>	<p>Knowledge of: 1, 2, 3, 5, 8, 9, 11, 14, 18, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44</p> <p>Skills in: 1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12, 13, 14, 15, 29, 31, 32, 33, 34, 35, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 61, 62</p>
5%	<p>May participate in legal action to establish legal guardianship in cases related to older adults to include testifying in court as necessary. Interviews adoptive parents to determine eligibility. Performs adoptive/foster home studies. Works with children, adoptive/foster parents & Juvenile Court to finalize adoption. Monitors adoptive/foster placements, updates home studies. Seeks appropriate adoptive/foster placements. Maintains case files on adoptive/foster applicants & adoptive assistance.</p>	<p>Knowledge of: 1, 2, 4, 7, 8, 10, 11, 13, 14, 15, 16, 19, 45, 46, 47, 48, 49, 50,</p>
8%	<p>Is on an "on call" schedule for comprehensive emergency services.</p>	<p>Skills in: 1, 2, 3, 4, 5, 8</p>
2%	<p>Attends meetings, conferences, training, & workshops related to responsibilities.</p>	<p>Abilities to: 1, 2, 3, 4, 6, 7, 8, 9, 11, 12, 13, 14, 16, 21, 22, 26, 27, 29, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70</p>

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Michael Mauro (JAG)

7/16/19