

TUSCARAWAS COUNTY JOB & FAMILY SERVICES

NOTICE OF VACANCY

DATE: March 12 2020

CLASSIFICATION TITLE: Social Service Worker 3

CLASS#: 69313

POSITION CONTROL NUMBER: 34007.0

PAYRANGE: 29

UNIT: Protective Unit

UNDER DIRECT SUPERVISION OF: Heather Miller, Social Service Supervisor 1

Anyone wishing to apply for this position must do so in writing to the Director

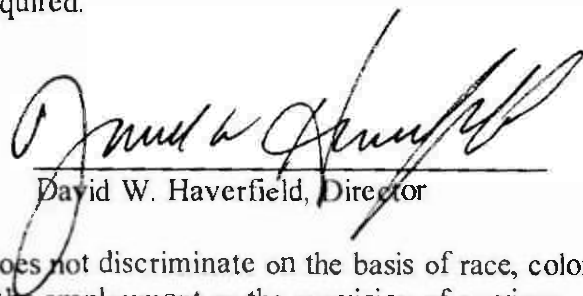
by 4:30 P.M. ON FRIDAY, APRIL 3, 2020.

Include in the

application all documentation supporting your ability to meet the below-listed minimum qualifications for this position. Attached is a position description describing duties to be performed.

MINIMUM QUALIFICATIONS:

Completion of undergraduate field of study (i.e., social work, sociology, psychology, counseling) as required by college or university, or current Social Worker Licensure from Ohio Counselor and Social Worker Board. Employees who are subject to on-call duty must be able to respond within a one-half(1/2) hour travel time period of the county seat or make temporary lodging arrangements within a one-half(1/2) hour radius while performing on-call duty. A valid Ohio driver's license is required.



David W. Haverfield, Director

The Tuscarawas County Job & Family Services does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in the employment or the provision of services.  
ATTACHMENT

# POSITION DESCRIPTION

AGENCY: Tuscarawas County Job & Family Services

POSITION TITLE: SSW3 Employee's Signature

POSITION CONTROL NUMBER: 34007 County Agency

CLASS NUMBER: 69313 Change

CLASS TITLE: Social Service Worker 3

POSITION NUMBER AND TITLE OF IMMEDIATE SUPERVISOR:  
34000 SSS1 Prot

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
**8:00 a.m. to 4:30 p.m.** (unless approved to work an alternative schedule as outlined in the agency's personnel handbook)

## % Job Duties in Order of Importance and Minimum Acceptable Characteristics

**Regular and predictable attendance.**

**KNOWLEDGE:** 11b Human Relations; 13b Agency Policies and Procedures relative to attendance and hours of operation.  
**SKILLS:** 30a & d Reasoning.

**70%** Work with families at risk of child maltreatment as partners to identify family strengths, needs, and risks or concerns that are interfering with child safety, healthy child development, and/or family stability and well-being. Use standardized CAPMIS tools and protocols to assess and document safety and risk in accordance with agency requirements and accreditation standards. Create individualized case/ family service plans with identified goals in partnership with family and build objectives toward achieving goals. View family strengths and needs holistically and make appropriate service and support recommendations based on assessments and established goals. Facilitate family's ability to meet goals through engagement, communication, support, and connections to services. Implement crisis intervention as assigned by supervisor; may require working non-traditional hours. Make decisions in conjunction with proper authorities to take immediate action when individual(s) are in danger (including removal from the home to shelter care). Takes legal action, prepares court documents, and testifies in court when necessary. Accepts voluntary custody of minor children from responsible guardians. Complete case documentation and data entry within SACWIS on a timely basis to contribute to agency's continuous quality improvement and evaluation efforts. Scans and documents information into Traverse/EDMS. May be required to use own vehicle.

**KNOWLEDGE:** 11a Public Relations; 11b Human Relations; 13a Office Practices and Procedures (agency handbook); 13b Agency Policies and Procedures (agency handbook, bargaining unit contract, CORE training); 16 Interviewing; 19 Humanities (languages-English, communications-speech); 21 Social Sciences (social welfare, sociology, psychology).

**SKILLS:** 25a Typing; 25b Word Processing; 29 Equipment Operations (computer, phone system, fax, copier, cell phone); 30 Reasoning (a,b,c,d,e,f,h,j,k,l,m,n,p); 31 Numerical (a,b,c,d,e,h); 32 Verbal (a,b,c,d,e,f,g,h,l,j,k,l,m,n,o,q,r,s,t,u); 34 Interpersonal (c,d,e,f,i).

**15%** Coordinates community resources to assist in service delivery. Makes referrals to other agency resources. Provides casework counseling. Arranges for mental health professionals to assess mental competency in protective referral situations. Performs on-call duties as assigned.

**KNOWLEDGE:** 11a; 11b; 19; 21.



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POSITION TITLE: SSW3

\_\_\_\_\_  
Employee's Signature

POSITION CONTROL NUMBER: 34007

County Agency

CLASS NUMBER: 69313

Change

CLASS TITLE: Social Service Worker 3

POSITION NUMBER AND TITLE OF IMMEDIATE SUPERVISOR:

34000 SSS1 Prot

NORMAL WORKING HOURS (Explain unusual or rotating shift)

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**% Job Duties in Order of Importance and Minimum Acceptable Characteristics**

**SKILLS:** 21; 29; 30i; 31b; 32u; 34d.

**10%** Provides public education as prevention to abuse, neglect, etc. Makes speaking engagements with schools, law enforcement agencies, civic organizations, etc. Attends conferences, trainings, and meetings as required.

**KNOWLEDGE:** 11a; 11b; 13b; 19; 21.

**SKILLS:** 29; 30i; 31b; 32u; 34d.

**5%** Other duties as assigned.