

**WYANDOT COUNTY  
DEPARTMENT OF JOB AND FAMILY SERVICES  
VACANCY POSTING – CLASSIFIED SERVICE**

**DATE: October 6, 2020**

**CLASSIFICATION: 30132, Social Services Worker 2**

**POSITION CONTROL NUMBER: 30005.0**

**CATEGORY: Full-time Permanent – Six (6) Month Probationary Period**

**PAY RANGE: 29**

**RATE: \$17.52 - \$23.89 Per Hour, Plus Longevity & Educational Supplements**

**POSITION DESCRIPTION: See Attached**

**MINIMUM QUALIFICATIONS: See Attached**

**Send resume and cover letter to Wyandot County Department of Job and Family Services, attn: Human Resources, 120 E. Johnson St., Upper Sandusky, OH 43351 by 4:00 P.M. on October 13, 2020.**

**Wyandot County is an Equal Opportunity Employer  
Wyandot County is a Drug-Free Workplace  
ADA Accessible**

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

An Equal Opportunity Employer  
**POSITION DESCRIPTION**

Class Number - 30132 Class Title – Social Service Worker 2 PCN – 30005.0

New Position  Reclassification  Update

Usual Working Title of Position – Social Service Worker 2

Position # and Title of Immediate Supervisor – 30000.0 Social Services Supervisor 1

Normal Working Hours – M-F 8:00-4:30

Current Employee –N/A

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

**Job Duties in Order of Importance and Minimum Acceptable Characteristics: Knowledge, Skills, and Abilities**

**ESSENTIAL FUNCTIONS OF THE POSITION:**

- 75% Investigates (intake worker) claims of abuse & neglect of children &/or older adults & maintains caseload (ongoing/in-home worker) of children/families/adults that have previously been determined to require the protective assistance of the services of the agency: takes initial complaint; makes initial contact; interviews family & children; uses direct & indirect contacts; substantiates validity of allegations; completes risk assessment; follows policy & procedure to complete investigation; documents investigation through statewide computer system (SACWIS\*); completes required forms (e.g. assessments, plans, reviews, correspondence, reports, narratives) for timely submission (CAPMIS\*); complies with established timelines; meets procedural deadlines governing management of social service cases as set by State of Ohio; initiates service/case plans; completes assessments; makes referrals for services to other agencies/vendors; keeps accurate case files; ensures accurate & complete data entry; implements treatment plans; makes home visits; provides court ordered protective supervision; arranges necessary services; coordinates service delivery; prepares cases for administrative or judicial proceedings; appears in court as required to testify; works with juvenile court personnel; establishes good rapport with other entities in providing services to families; provides independent living initiative & emergency service assistance; assists supervisor & co-workers in performance of duties as required or assigned. Recruits and maintains foster/adoptive homes (foster/adoptive worker): inspects homes for compliance; secures/provides training; license foster parents; coordinates recruitment, retention & recognition; completes home studies; maintains records/files; investigates alleged rule violations; writes & updates policies & procedures; provides post adoption service subsidies. Determines initial & ongoing eligibility for publicly funded child care program: conducts provider & recipient interviews; maintains accurate case file records & documentation; processes applications & changes; enters data in EDMS\*/ODAPS\*. Conducts self in a professional manner at all times. Respects agency & client confidentiality principles. Exhibits regular & predictable attendance.
  
  - 17% Transports adults, children, & families: travels to foster homes, group homes, detention facilities, etc. to make visits; transports clients in county vehicle or own vehicle to necessary service appointments. Participates in action to establish legal guardianship in cases related to older adults (adult protective services): meets with families; discusses alternative options (e.g. nursing home placement, assisted living). Attends various social service related trainings, workshops, conferences & other educational programs. Participates in staff meetings. Complies with State of Ohio annual in-service training hours requirement.
  
  - 8% Serves as on-call social service worker in rotation (e.g. after business hours, weekends, holidays). Completes any/all assignments as directed by supervisor/administrator. Performs miscellaneous tasks associated with the duties of a social service worker. Performs all other job related duties as assigned.
- Knowledge of (11b) human relations, (13a) office practices & procedures (personnel\*, social service\*), (15) counseling, (16) interviewing, (21) social sciences (social welfare); Skill in (25b) word processing (Microsoft), (29) equipment operations (personal computer, copier, fax); Ability to (30b) recognize unusual or threatening conditions & take appropriate action, (30d) deal with problems involving few variables in familiar context, (32l) maintain accurate records, (32o) originate routine business letters reflecting standard procedures, (32r) prepare meaningful, concise & accurate reports, (34c) cooperate with co-workers on group projects, (34f) handle sensitive inquiries from & contacts with officials & general public.

\*Developed after employment

\*Valid Ohio Driver License

**List Position Numbers and Class Titles of Positions Directly Supervised:**


**SIGNATURE OF AGENCY REPRESENTATIVE**

**DATE**

*John D. Flynn*

3/25/19

My voluntary signature verifies that I have reviewed the contents and am aware of the requirements of my position description.

**SIGNATURE OF EMPLOYEE**

**DATE**

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Minimum Qualifications

FOR CHILDREN SERVICES CASEWORKER POSITIONS

Per Section 5153.112 of the Ohio Revised Code, applicants of a Public Children Services unit must have one of the following:

1. A bachelor's degree in human services-related studies, or
2. A bachelor's degree in any field and have been employed for at least two years in a human services occupation, or
3. An associate's degree in human services-related studies, or
4. Been employed for at least five years in a human service-related occupation.

For employment to continue, a person described in Option 2, 3, or 4 above must obtain a job-related bachelor's degree not later than five years after the date employment with the agency commences.

NOTE: All liability and responsibility for determining "human services-related studies" or "human services-related occupation" rests with the employing agency.

Per Section 5153.122 of the Ohio Revised Code, each caseworker shall complete at least ninety hours of in-service training during the first year of the caseworker's continuous employment, consisting of courses in recognizing and preventing child abuse and neglect, assessing risks, interviewing persons, investigating cases, intervening, providing services to children and their families, and other topics relevant to child abuse and neglect. After the first year of continuous employment, each caseworker annually shall complete thirty-six hours of training in areas relevant to the caseworker's assigned duties.

In addition, applicant must have valid driver's license.



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### Unusual Working Conditions/Hazards

The position possesses responsibility for the safety of children or adults by requiring the incumbent to make determinations as to whether these children or adults are in an "imminent risk of harm." These children and adults are incapable of protecting themselves from physical, mental, and/or sexual abuse. Injuries, if they do occur are likely to involve temporary disabilities such as bruises or cuts. Serious mistakes in terms of failing to remove children or adults from homes could conceivably, although extremely infrequent, cause death (e.g., suicide) or a permanent disability. Additionally, the position involves performing duties which require taking some special safety precautions, such as when contacting and negotiating with a family suspected of child abuse or neglect. However, performing this duty does not require the use of protective clothing. Exposure to these situations is likely to result in threats of injury, which are rarely acted upon. However, the position involves regular exposure to environmental factors (e.g., cold, excessive heat, noise, fumes, vibration, dirt) during interviews and meetings conducted outside of the office. The position may involve lifting or carrying children, and exposure to contagious diseases.