

GREENE COUNTY CSB
POSITION DESCRIPTION

DATE: 2008 POSITION CLASSIFICATION: _____
CODE: _____ INCUMBENT: Child Welfare Caseworker
I _____

POSITION CLASS STATUS: Full-time/non-exempt
HOURS OF WORK: Monday - Friday 8:00 a.m. to 5:00 p.m. (Hours may vary)
SUPERVISOR/DEPARTMENT: Supervisor of Unit/Greene County Children Services
Board

POSITION GOAL/FUNCTION:

Under the general supervision of the Unit Supervisor, aids individuals and families having problems concerning family relationships or other aspects of their social functioning affecting the unity of the family.

COMPETENCY-BASED, ESSENTIAL FUNCTIONS: Performs Related Duties As Required

Any one position may not include all of the duties listed, nor do the essential functions cover all the duties which may be performed or required.

Demonstrates a commitment to empowering others to solve their own problems and supports the capacity of people to grow and change.

Studies children's physical and psychological makeup and applies knowledge of human behavior and successful intervention methods with adults and children at various developmental stages to determine the underlying behaviors or conditions that contribute to the risk or maltreatment such as substance abuse, domestic violence, mental illness, etc.

Screens & assesses allegations of abuse or neglect of children. *Develops an initial assessment or investigation plan, including who to interview and in what order, what records and documents to obtain, what examinations to conduct and who should be involved in conducting an initial assessment or investigation. Analyzes the assessment data and determines the need for interventions. Assesses the specific needs of children. Delivers or coordinates the delivery of services to the abused, neglected, or dependent child and his/his family and/or substitute caregiver.

Determines whether each child is safe in his/her own home and what interventions will be needed to protect each child. Continually assesses children and families with whom the agency is currently involved, for abuse and neglect and safety in all settings. Provides or ensures that needed emergency or crisis intervention services are delivered to the child and family.

Works with the family to identify the behaviors or conditions that must be addressed to reduce or eliminate the risk of maltreatment. Evaluates the family's progress toward reduction or elimination of the risk of future maltreatment.

Identifies strengths and needs and engages the family in a strength-based, family-centered assessment process. Assesses a family's readiness to change and employs appropriate strategies for increasing motivation and building the helping relationship.

Refers children, parents, family members and/or substitute caregivers to supportive community resources for services (including, but not limited to day care, mental health, drug or alcohol treatment, homemakers, emergency, crisis intervention, etc.) to help them address issues that may be placing children at risk.

Makes visits with all children in care according to agency procedures and state mandates. Arranges and supervises visits between children in placement and biological family.

Develops, writes, implements, and monitors strengths-based, family-centered plans for each family, keeping objectives current and applicable and within appropriate limits.

Demonstrates the ability to maintain accurate and comprehensive case management documentation and reports within required timeframes. Writes, reviews, compiles and maintains accurate case management records.

*Knows and adheres to applicable agency procedures, states rules and accreditation standards. Protects the client's right to privacy and confidentiality as established by law and the professional standards of practice.

Presents self to agency personnel, clients, and the public in a professional, competent, and culturally-sensitive manner void of discrimination, sexual harassment, exploitation, coercion, manipulation, abuse, neglect, impaired practice and conflicts of interest.

Develops and maintains professional relationships with families while treating them with courtesy, respect, dignity, empathy and as individuals.

Establishes and maintains effective relationships with representatives of various social services agencies, boards, county officials, court officials, law enforcement, and other parties interested in children services. Develops collaborative relationships to provide team-oriented services and accomplish agency mission. Supports community activities that may have an impact on the agency.

Actively participates in internal agency meetings, including, but not limited to, Semi-annual Reviews, Committee Meetings, etc.

Prepares and files court complaints, motions, and case-related documents with the court. Attends court hearings as a part of the case requirement, as applicable. Prepares case testimony and documentation for court hearings. Coordinates with the prosecuting attorney to present the case to the court. Collaborates with representatives of the judicial system on case-related matters.

Attends training based on identified training needs and utilizes concepts learned in training to improve practice. Completes required annual training.

Identifies and locates appropriate placement resources for children entering care or moving while in care. Plans for, places and is responsible for services to children in foster, kinship, adoptive homes, group homes and treatment centers, including the support of caregivers.

Works with primary families to create a permanent plan for a child in his/her own home, kinship care, foster care, group care, or adoptive care.

Assesses the specific needs of children available for adoption. Handles requests for and provides post-finalization services.

Job Shadows with less-tenured Caseworkers.

Provides emergency beeper coverage, as required by the beeper rotation schedule.

Transports clients and/or children in personal vehicle.

*Understands and incorporates the agency's Code of Ethics into casework practice.

Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES (KSA'S): Any combination of education and experience.

Knowledge of: public relations, human relations, *agency policies and procedures; *government structure and process; social or behavioral science (i.e., social work, psychology); *state and/or federal rules, *statutes, *regulations and procedures governing social service programs; *community resources; *rules and regulations governing adoptions and foster care.

Skill in: social service techniques

Ability to: define problems, collect data, establish facts and draw valid conclusions; deal with many variables and determine specific action; gather, collate and classify information about data, people or things; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; establish friendly atmosphere; resolve complaints from angry citizens and government officials; demonstrate physical fitness; write and speak effectively.

*Developed after employment.

QUALIFICATIONS/LICENSE(S) REQUIRED:

Minimum Qualifications: B.S.W. or Bachelor's degree in related Human services Field.

Preferred Qualifications: M.S.W. or Master's Degree in a related Human Services Field, L.S.W.

Any equivalent combination of education and/or related work experience sufficient to successfully perform the essential duties of the job such as those listed above.

Valid Ohio driver's license and proof of current vehicle insurance required.

EQUIPMENT USED:

Personal computer, reliable automobile (which allows for safe placement of children in the back seat), FAX machine, copier, telecommunication equipment such as telephone, cellular phone, pager, printer, lap top computer, G.P.S., car seats.

PHYSICAL REQUIREMENTS:

Physical effort at the level normally found in office work or the equivalent. Although work is sedentary, and involves sitting often, it may involve occasional lifting and/or carrying of small objects, picking up and carrying children, walking, standing, bending, stooping, crouching, kneeling, driving, reaching, fingering, keyboarding, grasping, talking, hearing, seeing, and repetitive motion. Must be able to climb stairs.

Exerting up to 50 lbs. of force occasionally and/or up to 20 pounds of force frequently to move objects, or constantly to lift, carry, push, pull or otherwise move objects, including the human body. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work, the job is rated for light work.

Some outside work will involve going into homes where there may be potential for exposure to hostile & dangerous persons or extremely poor home conditions. Incumbents may be subjected to verbally or physically aggressive clients and/or other family members, personal injury, physical violence, odors, bugs, rodents, aggressive animals, trash, blood and body fluids.

Required to travel/drive in extreme weather (rain, snow, ice, etc.) which could cause hazardous road conditions. Will be exposed to outside atmosphere conditions as part of the job.

Negative T.B. skin test or chest x-ray.

SIGNATURES:

I acknowledge review and receipt of the above class specification.

INCUMBENT/DATE

SUPERVISOR/DATE

GREENE COUNTY CSB
POSITION DESCRIPTION

DATE: 2008 POSITION CLASSIFICATION: _____
CODE: _____ INCUMBENT: Child Welfare Caseworker II

POSITION CLASS STATUS: Full-time/non-exempt
HOURS OF WORK: Monday through Friday, 8:00 A.M. to 5:00 P.M. (Hours may vary)
SUPERVISOR/DEPARTMENT: Supervisor of Unit/Greene County Children Services Board
SUPERVISES: N/A

POSITION GOAL/FUNCTION:

Under the general supervision of the Unit Supervisor, aids individuals and families having problems concerning family relationships or other aspects of their social functioning affecting the unity of the family, with minimal supervision. Assists with coaching Child Welfare Caseworker I, while maintaining and staying current with own cases.

COMPETENCY-BASED, ESSENTIAL FUNCTIONS: Performs related duties as required.

Any one position may not include all of the duties listed, nor do the essential functions cover all the duties which may be performed or required.

Demonstrates a commitment to empowering others to solve their own problems and supports the capacity of people to grow and change.

Studies children's physical and psychological makeup and applies knowledge of human behavior and successful intervention methods with adults and children at various developmental stages to determine the underlying behaviors or conditions that contribute to the risk or maltreatment such as substance abuse, domestic violence, mental illness, etc.

Screens & assesses allegations of abuse or neglect of children. *Develops an initial assessment or investigation plan, including who to interview and in what order, what records and documents to obtain, what examinations to conduct and who should be involved in conducting an initial assessment or investigation. Analyzes the assessment data and determines the need for interventions. Assesses the specific needs of children. Delivers or coordinates the delivery of services to the abused, neglected, or dependent child and his/his family and/or substitute caregiver.

Determines whether each child is safe in his/her own home and what interventions will be needed to protect each child. Continually assesses children and families with whom the agency is currently involved, for abuse and neglect and safety in all settings. Provides or ensures that needed emergency or crisis intervention services are delivered to the child and family.

Works with the family to identify the behaviors or conditions that must be addressed to reduce or eliminate the risk of maltreatment. Evaluates the family's progress toward reduction or elimination of the risk of future maltreatment.

Identifies strengths and needs and engages the family in a strength-based, family-centered assessment process. Assesses a family's readiness to change and employs appropriate strategies for increasing motivation and building the helping relationship.

Refers children, parents, family members and/or substitute caregivers to supportive community resources for services (including, but not limited to day care, mental health, drug or alcohol treatment, homemakers, emergency, crisis intervention, etc.) to help them address issues that may be placing children at risk.

Makes visits with all children in care according to agency procedures and state mandates. Arranges and supervises

visits between children in placement and biological family.

Develops, writes, implements, and monitors strengths-based, family-centered plans for each family, keeping objectives current and applicable and within appropriate limits.

Demonstrates the ability to maintain accurate and comprehensive case management documentation and reports within required timeframes. Writes, reviews, compiles and maintains accurate case management records.

*Knows and adheres to applicable agency procedures, states rules and accreditation standards. Protects the client's right to privacy and confidentiality as established by law and the professional standards of practice.

Presents self to agency personnel, clients, and the public in a professional, competent, and culturally-sensitive manner void of discrimination, sexual harassment, exploitation, coercion, manipulation, abuse, neglect, impaired practice and conflicts of interest.

Develops and maintains professional relationships with families while treating them with courtesy, respect, dignity, empathy and as individuals.

Establishes and maintains effective relationships with representatives of various social services agencies, boards, county officials, court officials, law enforcement, and other parties interested in children services. Develops collaborative relationships to provide team-oriented services and accomplish agency mission. Supports community activities that may have an impact on the agency.

Actively participates in internal agency meetings, including, but not limited to, Semi-annual Reviews, Committee Meetings, etc.

Prepares and files court complaints, motions, and case-related documents with the court. Attends court hearings as a part of the case requirement, as applicable. Prepares case testimony and documentation for court hearings. Coordinates with the prosecuting attorney to present the case to the court. Collaborates with representatives of the judicial system on case-related matters.

Attends training based on identified training needs and utilizes concepts learned in training to improve practice. Completes required annual training.

Identifies and locates appropriate placement resources for children entering care or moving while in care. Plans for, places and is responsible for services to children in foster, kinship, adoptive homes, group homes and treatment centers, including the support of caregivers.

Works with primary families to create a permanent plan for a child in his/her own home, kinship care, foster care, group care, or adoptive care.

Assesses the specific needs of children available for adoption. Handles requests for and provides post-finalization services.

Job Shadows with less-tenured Caseworkers.

Provides emergency beeper coverage, as required by the beeper rotation schedule.

Transports clients and/or children in personal vehicle.

*Understands and incorporates the agency's Code of Ethics into casework practice.

Articulates the needs of families and children to the community and solicits appropriate community involvement in meeting those needs.

Works to prepare foster caregivers, mentors, or support persons to effectively meet their obligations and assures up-to-date information is available to enhance their effectiveness.

Participates as agency representative on external county and state teams and work groups.

Develops skills and knowledge of other service areas through activities such as cross training and job shadowing.

Coordinates special projects as assigned.

Conducts case transfers and case conferences. Facilitates Family Team Meetings as needed.

Coaches, mentors and provides guidance and leadership to less-tenured caseworkers, including but not limited to: answering questions, attending court with him/her, going on client visits, explaining paperwork, timelines, policies, procedures, etc.

Will act as Supervisor in absence of Caseworker III, Caseworker IV and Supervisor, including conducting case conferences, unit meetings, trainings and other duties deemed necessary.

Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES (KSA'S): Any combination of education and experience.

Knowledge of: public relations, human relations; agency policies procedures*; government structure and process*; research methods, sources and techniques of gathering data; social or behavioral science (i.e., social work, psychology); state and/or federal rules, statutes, regulations and procedures governing social service programs; community resources; rules and regulations governing adoptions and foster care.

Skill in: social service techniques

Ability to: define problems, collect data, establish facts and draw conclusions; deal with many variables and determine specific action; gather collate and classify information about data, people or things; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; be able to manage work timely and consistently maintain acceptable work performance; demonstrate positive coaching abilities; establish friendly atmosphere in work unit; resolve complaints from angry citizens and government officials; demonstrate physical fitness; write and speak effectively; carry complex cases.

*Developed after employment.

QUALIFICATIONS/LICENSE(S) REQUIRED:

Minimum Qualifications: B.S.W. or Bachelor's degree in related Human Services Field and three years of experience in the delivery of Family and Children Services.

Preferred Qualifications: M.S.W. or Master's Degree in a related Human Services Field, L.S.W.

Any equivalent combination of education and/or related work experience sufficient to successfully perform the essential duties of the job such as those listed above.

Valid Ohio driver's license and proof of current vehicle insurance required.

EQUIPMENT USED:

Personal computer, reliable automobile (which allows for safe placement of children in the back seat), FAX machine, copier, telecommunication equipment such as telephone, cellular phone, pager, printer, lap top computer, G.P.S., car seats.

PHYSICAL REQUIREMENTS:

Physical effort at the level normally found in office work or the equivalent. Although work is sedentary, and involves sitting often, it may involve occasional lifting and/or carrying of small objects, picking up and carrying children, walking, standing, bending, stooping, crouching, kneeling, driving, reaching, fingering, keyboarding, grasping, talking, hearing, seeing, and repetitive motion. Must be able to climb stairs.

Exerting up to 50 lbs. of force occasionally and/or up to 20 pounds of force frequently to move objects, or constantly to lift, carry, push, pull or otherwise move objects, including the human body. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work, the job is rated for light work.

Some outside work will involve going into homes where there may be potential for exposure to hostile & dangerous persons or extremely poor home conditions. Incumbents may be subjected to verbally or physically aggressive clients and/or other family members, personal injury, physical violence, odors, bugs, rodents, aggressive animals, trash, blood and body fluids.

Required to travel/drive in extreme weather (rain, snow, ice, etc.) which could cause hazardous road conditions. Will be exposed to outside atmosphere conditions as part of the job.

Negative T.B. skin test or chest x-ray.

SIGNATURES:

I acknowledge review and receipt of the above class specification.

INCUMBENT/DATE

SUPERVISOR/DATE

GREENE COUNTY CSB
POSITION DESCRIPTION

DATE: 2008
CODE: _____

POSITION CLASSIFICATION: _____
INCUMBENT: Child Welfare Caseworker III

POSITION CLASS STATUS: Full-time/non-exempt
HOURS OF WORK: Monday through Friday 8:00 a.m. to 5:00 p.m. (Hours may vary)
SUPERVISOR/DEPARTMENT: Supervisor of Unit/Greene County Children Services
Board
SUPERVISES: N/A

POSITION GOAL/FUNCTION:

Under the general supervision of the Unit Supervisor, aids individuals and families having problems concerning family relationships or other aspects of their social functioning affecting the unity of the family, with minimal supervision. Assists with coaching Child Welfare Caseworker I and II and function as a team leader while maintaining and staying current with own cases.

ESSENTIAL FUNCTIONS: Performs related duties as required.

Any one position may not include all of the duties listed, nor do the essential functions cover all the duties which may be performed or required.

Demonstrates a commitment to empowering others to solve their own problems and supports the capacity of people to grow and change.

Studies children's physical and psychological makeup and applies knowledge of human behavior and successful intervention methods with adults and children at various developmental stages to determine the underlying behaviors or conditions that contribute to the risk or maltreatment such as substance abuse, domestic violence, mental illness, etc.

Screens & assesses allegations of abuse or neglect of children. *Develops an initial assessment or investigation plan, including who to interview and in what order, what records and documents to obtain, what examinations to conduct and who should be involved in conducting an initial assessment or investigation. Analyzes the assessment data and determines the need for interventions. Assesses the specific needs of children. Delivers or coordinates the delivery of services to the abused, neglected, or dependent child and his/his family and/or substitute caregiver.

Determines whether each child is safe in his/her own home and what interventions will be needed to protect each child. Continually assesses children and families with whom the agency is currently involved, for abuse and neglect and safety in all settings. Provides or ensures that needed emergency or crisis intervention services are delivered to the child and family.

Works with the family to identify the behaviors or conditions that must be addressed to reduce or eliminate the risk of maltreatment. Evaluates the family's progress toward reduction or elimination of the risk of future maltreatment.

Identifies strengths and needs and engages the family in a strength-based, family-centered assessment process. Assesses a family's readiness to change and employs appropriate strategies for increasing motivation and building the helping relationship.

Refers children, parents, family members and/or substitute caregivers to supportive community resources for services (including, but not limited to day care, mental health, drug or alcohol treatment, homemakers, emergency, crisis

intervention, etc.) to help them address issues that may be placing children at risk.

Makes visits with all children in care according to agency procedures and state mandates. Arranges and supervises visits between children in placement and biological family.

Develops, writes, implements, and monitors strengths-based, family-centered plans for each family, keeping objectives current and applicable and within appropriate limits.

Demonstrates the ability to maintain accurate and comprehensive case management documentation and reports within required timeframes. Writes, reviews, compiles and maintains accurate case management records.

*Knows and adheres to applicable agency procedures, states rules and accreditation standards. Protects the client's right to privacy and confidentiality as established by law and the professional standards of practice.

Presents self to agency personnel, clients, and the public in a professional, competent, and culturally-sensitive manner void of discrimination, sexual harassment, exploitation, coercion, manipulation, abuse, neglect, impaired practice and conflicts of interest.

Develops and maintains professional relationships with families while treating them with courtesy, respect, dignity, empathy and as individuals.

Establishes and maintains effective relationships with representatives of various social services agencies, boards, county officials, court officials, law enforcement, and other parties interested in children services. Develops collaborative relationships to provide team-oriented services and accomplish agency mission. Supports community activities that may have an impact on the agency.

Actively participates in internal agency meetings, including, but not limited to, Semi-annual Reviews, Committee Meetings, etc.

Prepares and files court complaints, motions, and case-related documents with the court. Attends court hearings as a part of the case requirement, as applicable. Prepares case testimony and documentation for court hearings. Coordinates with the prosecuting attorney to present the case to the court. Collaborates with representatives of the judicial system on case-related matters.

Attends training based on identified training needs and utilizes concepts learned in training to improve practice. Completes required annual training.

Identifies and locates appropriate placement resources for children entering care or moving while in care. Plans for, places and is responsible for services to children in foster, kinship, adoptive homes, group homes and treatment centers, including the support of caregivers.

Works with primary families to create a permanent plan for a child in his/her own home, kinship care, foster care, group care, or adoptive care.

Assesses the specific needs of children available for adoption. Handles requests for and provides post-finalization services.

Job Shadows with less-tenured Caseworkers.

Provides emergency beeper coverage, as required by the beeper rotation schedule.

Transports clients and/or children in personal vehicle.

*Understands and incorporates the agency's Code of Ethics into casework practice.

Articulates the needs of families and children to the community and solicits appropriate community involvement in meeting those needs.

Works to prepare foster caregivers, mentors, or support persons to effectively meet their obligations and assures up-to-date information is available to enhance their effectiveness.

Participates as agency representative on external county and state teams and work groups.

Develops skills and knowledge of other service areas through activities such as cross training and job shadowing.

Coordinates special projects as assigned.

Conducts case transfers and case conferences. Facilitates Family Team Meetings as needed.

Coaches, mentors and provides guidance and leadership to less-tenured caseworkers, including but not limited to: answering questions, attending court with him/her, going on client visits, explaining paperwork, timelines, policies, procedures, etc.

Will act as Supervisor in the absence of the Caseworker IV and Supervisor, (or as instructed, even while supervisor is present), including conducting unit meetings, training, case conferencing, reading Family Activity Sheets, supervising students, case transfers, quality assurance and other duties deemed necessary. May perform duties across common units in special circumstances.

Demonstrates proficient skills in a specialized area developed through formal training of not less than 24 hours (beyond Core, basic requirements, and overviews or introductory levels).

Knows the components of and can facilitate an effective meeting. Facilitates Family Team Meetings and Primary Care Team Meetings as needed. Chairs/leads internal work teams.

Leads in Case Load Analysis (C.L.A.) case reviews and uses established methodology to review cases.

Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES (KSA'S) :

Knowledge of: public relations, human relations; agency policies procedures*; employee training and development; supervision; government structure and process*; research methods, sources and techniques of gathering data; social or behavioral science (i.e., social work, psychology); state and/or federal rules, statutes, regulations and procedures governing social service programs; community resources; rules and regulations governing adoptions and foster care.

Skill in: social service techniques

Ability to: define problems, collect data, establish facts and draw valid conclusions; deal with many variables and determine specific action; gather collate and classify information about data, people or things; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; manage work timely and consistently maintain acceptable work performance; receive positive evaluation with a minimum rating of two (2); demonstrate positive coaching abilities; establish friendly atmosphere as team leader of a work unit; resolve complaints from angry citizens and government officials; demonstrate physical fitness; write and speak effectively.

*Developed after employment.

QUALIFICATIONS/LICENSES) REQUIRED:

Minimum Qualifications: B.S.W. Or Bachelor's degree in related Human Services Field and five years of experience in the delivery of Family and Children Services.

Preferred Qualifications: M.S.W. or Master's Degree in a related Human Services Field, L.S.W.

Completes Adoption Assessor Training, Tier I, within first 6 months of employment.

Completes Adoption Assessor Training, Tier II, within 3 years of completing Tier I.

Any equivalent combination of education and/or related work experience sufficient to successfully perform the essential duties of the job such as those listed above.

Valid Ohio driver's license and proof of current vehicle insurance required.

EQUIPMENT USED:

Personal computer, reliable automobile (which allows for safe placement of children in the back seat), FAX machine, copier, telecommunication equipment such as telephone, cellular phone, pager, printer, lap top computer, G.P.S., car seats.

PHYSICAL REQUIREMENTS:

Physical effort at the level normally found in office work or the equivalent. Although work is sedentary, and involves sitting often, it may involve occasional lifting and/or carrying of small objects, picking up and carrying children, walking, standing, bending, stooping, crouching, kneeling, driving, reaching, fingering, keyboarding, grasping, talking, hearing, seeing, and repetitive motion. Must be able to climb stairs.

Exerting up to 50 lbs. of force occasionally and/or up to 20 pounds of force frequently to move objects, or constantly to lift, carry, push, pull or otherwise move objects, including the human body. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work, the job is rated for light work.

Some outside work will involve going into homes where there may be potential for exposure to hostile & dangerous persons or extremely poor home conditions. Incumbents may be subjected to verbally or physically aggressive clients and/or other family members, personal injury, physical violence, odors, bugs, rodents, aggressive animals, trash, blood and body fluids.

Required to travel/drive in extreme weather (rain, snow, ice, etc.) which could cause hazardous road conditions. Will be exposed to outside atmosphere conditions as part of the job.

Negative T.B. skin test or chest x-ray.

SIGNATURES:

I acknowledge review and receipt of the above class specification.

INCUMBENT/DATE

SUPERVISOR/DATE

GREENE COUNTY CSB
POSITION DESCRIPTION

DATE: 2008
CODE: _____

POSITION CLASSIFICATION: _____
INCUMBENT: Child Welfare Caseworker IV

POSITION CLASS STATUS: Full-time/non-exempt
HOURS OF WORK: Monday through Friday 8:00 a.m. to 5:00 p.m. (Hours may vary)
SUPERVISOR/DEPARTMENT: Supervisor of Unit/Greene County Children Services Board
SUPERVISES: N/A

POSITION GOAL/FUNCTION:

Under the general supervision of the Unit Supervisor, aids individuals and families having problems concerning family relationships or other aspects of their social functioning affecting the unity of the family, with minimal supervision. Assists with coaching and mentoring Child Welfare Caseworkers I, II, III and students. Functions as a team leader while maintaining and staying current with his/her own cases and/or temporarily acting as Unit Supervisor.

COMPETENCY-BASED, ESSENTIAL FUNCTIONS: Performs related duties as required.

Any one position may not include all of the duties listed, nor do the essential functions cover all the duties which may be performed or required.

Demonstrates a commitment to empowering others to solve their own problems and supports the capacity of people to grow and change.

Studies children's physical and psychological makeup and applies knowledge of human behavior and successful intervention methods with adults and children at various developmental stages to determine the underlying behaviors or conditions that contribute to the risk or maltreatment such as substance abuse, domestic violence, mental illness, etc.

Screens & assesses allegations of abuse or neglect of children. *Develops an initial assessment or investigation plan, including who to interview and in what order, what records and documents to obtain, what examinations to conduct and who should be involved in conducting an initial assessment or investigation. Analyzes the assessment data and determines the need for interventions. Assesses the specific needs of children. Delivers or coordinates the delivery of services to the abused, neglected, or dependent child and his/his family and/or substitute caregiver.

Determines whether each child is safe in his/her own home and what interventions will be needed to protect each child. Continually assesses children and families with whom the agency is currently involved, for abuse and neglect and safety in all settings. Provides or ensures that needed emergency or crisis intervention services are delivered to the child and family.

Works with the family to identify the behaviors or conditions that must be addressed to reduce or eliminate the risk of maltreatment. Evaluates the family's progress toward reduction or elimination of the risk of future maltreatment.

Identifies strengths and needs and engages the family in a strength-based, family-centered assessment process. Assesses a family's readiness to change and employs appropriate strategies for increasing motivation and building the helping relationship.

Refers children, parents, family members and/or substitute caregivers to supportive community resources for services (including, but not limited to day care, mental health, drug or alcohol treatment, homemakers, emergency, crisis intervention, etc.) to help them address issues that may be placing children at risk.

Makes visits with all children in care according to agency procedures and state mandates. Arranges and supervises

visits between children in placement and biological family.

Develops, writes, implements, and monitors strengths-based, family-centered plans for each family, keeping objectives current and applicable and within appropriate limits.

Demonstrates the ability to maintain accurate and comprehensive case management documentation and reports within required timeframes. Writes, reviews, compiles and maintains accurate case management records.

*Knows and adheres to applicable agency procedures, states rules and accreditation standards. Protects the client's right to privacy and confidentiality as established by law and the professional standards of practice.

Presents self to agency personnel, clients, and the public in a professional, competent, and culturally-sensitive manner void of discrimination, sexual harassment, exploitation, coercion, manipulation, abuse, neglect, impaired practice and conflicts of interest.

Develops and maintains professional relationships with families while treating them with courtesy, respect, dignity, empathy and as individuals.

Establishes and maintains effective relationships with representatives of various social services agencies, boards, county officials, court officials, law enforcement, and other parties interested in children services. Develops collaborative relationships to provide team-oriented services and accomplish agency mission. Supports community activities that may have an impact on the agency.

Actively participates in internal agency meetings, including, but not limited to, Semi-annual Reviews, Committee Meetings, etc.

Prepares and files court complaints, motions, and case-related documents with the court. Attends court hearings as a part of the case requirement, as applicable. Prepares case testimony and documentation for court hearings. Coordinates with the prosecuting attorney to present the case to the court. Collaborates with representatives of the judicial system on case-related matters.

Attends training based on identified training needs. Completes required annual training. Utilizes concepts learned in training to improve practice. Develops skills and knowledge of other service areas through activities such as cross training and job shadowing.

Identifies and locates appropriate placement resources for children entering care or moving while in care. Plans for, places and is responsible for services to children in foster, kinship, adoptive homes, group homes and treatment centers, including the support of caregivers.

Works with primary families to create a permanent plan for a child in his/her own home, kinship care, foster care, group care, or adoptive care.

Assesses the specific needs of children available for adoption. Handles requests for and provides post-finalization services.

Job Shadows with less-tenured Caseworkers.

Provides emergency beeper coverage, as required by the beeper rotation schedule.

Transports clients and/or children in personal vehicle.

*Understands and incorporates the agency's Code of Ethics into casework practice.

Articulates the needs of families and children to the community and solicits appropriate community involvement in meeting those needs.

Works to prepare foster caregivers, mentors, or support persons to effectively meet their obligations and assures up-to-date information is available to enhance their effectiveness.

Participates as agency representative on external county and state teams and work groups.

Develops skills and knowledge of other service areas through activities such as cross training and job shadowing.

Coordinates special projects as assigned.

Conducts case transfers and case conferences. Facilitates Family Team Meetings as needed.

Coaches, mentors and provides guidance and leadership to less-tenured caseworkers, including but not limited to: answering questions, attending court with him/her, going on client visits, explaining paperwork, timelines, policies, procedures, etc.

Will act as Supervisor in his/her absence (or as instructed, even while supervisor is present), including conducting unit meetings, training, case conferencing, reading Family Activity Sheets, supervising students, case transfers, quality assurance and other duties deemed necessary. May perform duties across common units in special circumstances

Demonstrates expert skills in a specialized area developed through formal training of 40 hours or more (beyond Core, basic requirements, and overviews or introductory levels—all hours obtained at Caseworker III Level.

Knows the components of and can facilitate an effective meeting. Facilitates Family Team Meetings and Primary Care Team Meetings as needed. Chairs/leads internal work teams.

Leads in Case Load Analysis (C.L.A.) case reviews and uses established methodology to review cases.

Coaches, mentors, and provides guidance and leadership to students during their field placement or practicum. Provides student and field supervisors with timely feedback to optimize the student's learning experience.

Conducts case transfers.

Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES (KSA'S) : Any combination of education and experience.

Knowledge of: public relations, human relations; agency policies procedures*; employee training and development; supervision; government structure and process*; research methods, sources and techniques of gathering data; social or behavioral science (i.e., social work, psychology); state and/or federal rules, statutes, regulations and procedures governing social service programs; community resources; rules and regulations governing adoptions and foster care.

Skill in: social service techniques

Ability to: define problems, collect data, establish facts and draw valid conclusions; deal with many variables and determine specific action; gather collate and classify information about data, people or things; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; manage work timely and consistently maintain acceptable work performance; receive positive evaluation with a minimum rating of two (2); demonstrate positive coaching abilities; establish friendly atmosphere as team leader of a work unit; resolve complaints from angry citizens and government officials; demonstrate physical fitness; write and speak effectively.

*Developed after employment.

QUALIFICATIONS/LICENSE(S) REQUIRED:

Minimum Qualifications: B.S.W. Or Bachelor's degree in related Human Services Field and eight years of experience in the delivery of Family and Children Services.

Preferred Qualifications: M.S.W. or Master's Degree in a related Human Services Field, L.S.W.

Completes Adoption Assessor Training, Tier I, within first 6 months of employment.

Completes Adoption Assessor Training, Tier II, within 3 years of completing Tier I.

Any equivalent combination of education and/or related work experience sufficient to successfully perform the essential duties of the job such as those listed above.

Valid Ohio driver's license and proof of current vehicle insurance required.

EQUIPMENT USED:

Personal computer, reliable automobile (which allows for safe placement of children in the back seat), FAX machine, copier, telecommunication equipment such as telephone, cellular phone, pager, printer, lap top computer, G.P.S., car seats.

PHYSICAL REQUIREMENTS:

Physical effort at the level normally found in office work or the equivalent. Although work is sedentary, and involves sitting often, it may involve occasional lifting and/or carrying of small objects, picking up and carrying children, walking, standing, bending, stooping, crouching, kneeling, driving, reaching, fingering, keyboarding, grasping, talking, hearing, seeing, and repetitive motion. Must be able to climb stairs.

Exerting up to 50 lbs. of force occasionally and/or up to 20 pounds of force frequently to move objects, or constantly to lift, carry, push, pull or otherwise move objects, including the human body. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work, the job is rated for light work.

Some outside work will involve going into homes where there may be potential for exposure to hostile & dangerous persons or extremely poor home conditions. Incumbents may be subjected to verbally or physically aggressive

clients and/or other family members, personal injury, physical violence, odors, bugs, rodents, aggressive animals, trash, blood and body fluids.

Required to travel/drive in extreme weather (rain, snow, ice, etc.) which could cause hazardous road conditions. Will be exposed to outside atmosphere conditions as part of the job.

Negative T.B. skin test or chest x-ray.

SIGNATURES:

I acknowledge review and receipt of the above class specification.

INCUMBENT/DATE

SUPERVISOR/DATE