

# Job Description and Minimum Qualifications

## *Children Services Division – Social Services Worker 2 - Caseload*

The person in this position maintains a caseload of in-home protective services (voluntary and Court ordered supervision) cases; provides direct services (supportive counseling, case management, ongoing protective services, transportation, information & referral) to families which have a history of, or at risk of child abuse and neglect. Maintains a caseload of substitute care cases including foster care, group home or residential treatment placements, provides direct services (supportive counseling, case management, ongoing protective services, transportation, information & referral) to the children in placement, their birth parents or relative resources & their foster parents. Authors & implements case plans; assesses family and individual situations, defines & establishes goals & objectives, identifies and refers to appropriate resources. The Ongoing worker will work with families & public to prevent child abuse and neglect.

Establishes and maintains a working relationship and cooperation with other community resources, schools; provides written reports to & testifies in Juvenile court & other courts as needed. Maintains case records & completes necessary documents; evaluates progress of client and makes appropriate recommendations.

### *Minimum Qualification for Social Service Worker 2 For Children Services Caseworker Positions*

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 services-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 occupations" rests with the employing agency.

Per Section 5153.122 of the Ohio Revised Code, each caseworker shall complete at least 102 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 a valid driver's license.

**Additional Position Specific Minimum Qualifications:** Social Service Worker 2 in the Children Services Caseworker Positions which are responsible to maintain a caseload (SSW 2 – Caseload) will be required to have a bachelor's degree in human services-related studies, or a bachelor's degree in any field and have been employed for at least two years in a human services occupation.