STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	CLASSIFICATION SERIES Social Worker	SERIES NUMBER 6931
	MAJOR AGENCIES All Agencies	EFFECTIVE 06/29/2014

SERIES PURPOSE

The purpose of the social work occupation is to provide social work services to clients in order to develop & enhance their abilities to function within society.

At the lowest level, incumbents provide basic social work services. At the higher levels, incumbents independently provide social work services & serve as lead workers, supervisors &/or liaisons to other support agencies (public or private).

Note: This series may be used within agency/institution &/or in community setting.

JOB TITLE	JOB CODE	PAY GRADE	EFFECTIVE
Social Work Assistant	69311	09	06/29/2014

CLASS CONCEPT

The developmental level class works under general supervision & requires working knowledge of social work standards & techniques in order to perform basic assessments of clients' needs for medical, financial &/or housing assistance & if applicable, other possible community resources & make necessary referral or submit required paperwork for eligibility determination by providers &/or collect, prepare & monitor data for social work discipline's input for clients' annual assessments completed by inter-disciplinary team, & maintain working relationship & contact with court system, clients, families, providers & other facilities as necessary.

JOB TITLE	JOB CODE	PAY GRADE	EFFECTIVE
Social Worker 1	69312	10	06/29/2014

CLASS CONCEPT

The full performance level class works under direction & requires considerable knowledge of social work theories, interventions & evaluation techniques in order to provide psychosocial assessments, treatments & social work services to patients or clients.

JOB TITLE	JOB CODE	PAY GRADE	EFFECTIVE
Social Worker 2	69313	11	06/29/2014

CLASS CONCEPT

The full performance level class works under direction & requires considerable knowledge of social work theories, interventions & evaluation techniques in order to provide psychosocial assessments, treatments & services to patients or clients & act as lead worker over lower-level social workers.

JOB TITLE	JOB CODE	PAY GRADE	EFFECTIVE
Social Work Supervisor 1	69315	13	06/29/2014

CLASS CONCEPT

The first supervisory level class works under general direction & requires thorough knowledge of social work theories, interventions, evaluation techniques & treatment systems in order to supervise social workers or correction specialists, or correctional program specialists &/or correctional program coordinators assigned to one or two programmatic units in institution &/or in community (e.g., geriatrics, extended care, admissions) & to provide assessment, treatment & counseling for acute or complex cases.

JOB TITLE	JOB CODE	PAY GRADE	EFFECTIVE
Social Work Supervisor 2	69316	14	06/29/2014

CLASS CONCEPT

The second supervisory level class works under administrative direction & requires thorough knowledge of social work theories, interventions, evaluation techniques & treatment systems in order to direct, develop & implement social work services programs & policies & to supervise lower-level supervisors classified as Social Work Supervisor 1, 69315, & in some cases also supervise/lead non-supervisory social services personnel if assigned, in institution &/or in community.

JOB TITLE	JOB CODE	B. U.	EFFECTIVE	PAY GRADE
Social Work Assistant	69313	12	06/29/2014	09

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Performs basic assessments of clients' needs for medical, financial &/or housing assistance & if applicable, other community resources & makes necessary referral or submits required paperwork for eligibility determination by providers &/or collects, prepares & maintains data for social work discipline's input for clients' annual assessments completed by inter-disciplinary team & maintains working relationship & contact (e.g., referrals, calls, family contact, correspondence) with clients, other facilities, court system, families & providers.

Provides input in formulation of treatment plans, serves as participant on treatment teams to develop, review &/or modify plans & monitor client progress & participates in planning of support systems for client care; provides counseling in group or individual setting to promote daily living skills, social skills, leisure time/recreation skills & other skills fostering independent living for community setting &/or to address problems/concerns.

Provides primary source of information concerning client's condition & status; participates on committees; attends in-service training & meetings; prepares & maintains required reports &/or progress notes, records & correspondence; transports clients to various appointments as needed; acts as client's advocate with court.

MAJOR WORKER CHARACTERISTICS

Knowledge of social work; departmental/agency regulations, policies, procedures*; applicable; state & federal regulations, policies, procedures; crisis intervention; counseling; interviewing. Ability to deal with problems involving several variables within familiar context; interpret variety of instructions in written, oral, picture or schedule form; write routine business letters, evaluations, records following standard procedures; gather, collate & classify information about data, people or things; recognize unusual or threatening conditions & take appropriate action; establish & maintain working relationship/contact with clients, their families, court system, providers & other facilities.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Requires current registration as Social Work Assistant as issued by State of Ohio Counselor, Social Worker & Marriage & Family Therapist Board in accordance with ORC 4757.29.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May require unusual work schedules or arrangements; may be exposed to clients who may be potentially violent; may be exposed to unusual noise, odors or contagious diseases; may require travel to community site under contract with Department of Mental Health.

JOB TITLE	JOB CODE	B. U.	EFFECTIVE	PAY GRADE
Social Worker 1	69312	12	06/29/2014	10

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Performs psychosocial interventions with clients, performs individual, family or group intervention (e.g., counseling, testing & education of the client), develops intervention goals & objectives designed to give education & resolve client's problems in functioning, participates in process of establishing, implementing & evaluating treatment system's goals & objectives, interviews clients & client's family to establish case goals & objectives, assesses clients & determines specific intervention techniques for clients & monitors client's responses to treatment systems & provides feedback on effectiveness of prescribed treatment, evaluates lower-level social workers' cases & client's progress resulting from prescribed treatment plans.

Maintains necessary data documents to satisfy requirements of federal, state & local agencies, prepares data requiring social histories, admission/ aftercare summaries, court documents & completes forms required by law &/or department policy.

Serves on treatment teams & program development teams, attends training meetings, intradepartmental meetings & court hearings & establishes & maintains working relationship with other facilities, agencies & support services in order to coordinate referrals & conduct follow-up services.

MAJOR WORKER CHARACTERISTICS

Knowledge of departmental regulations, policy & procedures*; governmental rules & regulations; social work; counseling (group & individual); client/patient care; crisis intervention; employee instruction. Ability to counsel on sensitive matters; proofread technical materials, recognize errors & make corrections; recognize unusual or threatening conditions & take appropriate actions; understand an abstract field of study; problem solve in situations with many variables; apply social work theories, principles & techniques.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Requires current license as social worker (i.e., LSW) as issued by State of Ohio Counselor, Social Worker & Marriage & Family Therapist Board in accordance with ORC 4757.28.

Pursuant to ORC 4757.41 (A)(5) any person engaging in social work or professional counseling as a civil service employee as defined in section 124.01 of the Revised Code who has at least two years of service as of July 10, 2014 is exempt from current licensure as social worker (i.e. LSW) requirement.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Completion of continuing professional education for license renewal pursuant to ORC 4757.33.

UNUSUAL WORKING CONDITIONS

May be exposed to potentially violent patients; may require unusual work schedules or arrangements; may be exposed to unusual noises, odors or contagious diseases; may require travel to community site under contract with Department of Mental Health.

JOB TITLE	JOB CODE	B. U.	EFFECTIVE	PAY GRADE
Social Worker 2	69313	12	06/29/2014	11

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Performs as lead worker in development & implementation of treatment plans for clients, coordinates admission, assessment, evaluation & treatment plans of client's care cycle, provides interventions with acute, more complex clients, handles cases containing numerous factors & problems & provides crisis intervention.

Participates in process of establishing, implementing & directing social service programs & treatment system objectives, develops & designs treatment intervention techniques & procedures, evaluates & modifies treatment systems to be responsive to client's progress & ability to change behavior, evaluates performance of lower-level social workers in administration of prescribed treatment plans & maintains necessary data documents to satisfy requirements of federal, state & local agencies.

Serves as active member of treatment teams, training sessions, department procedure meetings, policy review meetings & establishes & maintains working relationship with other facilities, agencies & support services in order to coordinate referrals & conduct follow-up services.

MAJOR WORKER CHARACTERISTICS

Knowledge of departmental regulations*; governmental regulations, policies, procedures; social work; counseling (group & individual); psychology; crisis intervention; interviewing, statistics, sociology; types & effects of psychotropic medications; employee training & development*. Ability to gather, collate & classify information about data, people or things; interpret variety of instructions in written or oral format; deal with problems involving several variables within unfamiliar context; write meaningful, concise & accurate reports; recognize unusual or threatening conditions & take appropriate action; understand somewhat abstract fields of study; define problems, collect data, establish facts & draw valid conclusions; counsel on sensitive matters.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Requires current license as independent social worker (i.e., LISW) as issued by State of Ohio Counselor, Social Worker & Marriage & Family Therapist Board in accordance with ORC 4757.27.

Pursuant to ORC 4757.41 (A)(5) any person engaging in social work or professional counseling as a civil service employee as defined in section 124.01 of the Revised Code who has at least two years of service as of July 10, 2014 is exempt from current licensure as independent social worker (i.e. LISW) requirement.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Completion of continuing professional education for license renewal pursuant to ORC 4757.33.

UNUSUAL WORKING CONDITIONS

May require unusual work schedules or arrangements; may be exposed to potentially violent patients; may be exposed to unusual noises, odors or contagious diseases; may require travel to community site under contract with Department of Mental Health.

JOB TITLE	JOB CODE	B. U.	EFFECTIVE	PAY GRADE
Social Work Supervisor 1	69315	EX	06/29/2014	13

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises social workers or correction specialists, or correctional program specialists &/or correctional program coordinators assigned to one or two program units &/or in community (e.g., intensive treatment, geriatrics), oversees treatment activities of staff, coordinates activities of other social services personnel, provides training, supervision, evaluation, counseling & case management & performs personnel management tasks including recruitment, interviewing, training & recommendations for hire.

Develops specialized treatment plans & intervention methods used by treatment teams to treat clients, serves as consultant & advisor to other social services personnel & their particular efforts to treat clients & assists lower-level social workers or correctional program specialists &/or correctional program coordinators with & intervenes in complex acute cases.

Serves on committees (e.g., program development, policy formulation, legal procedures) & maintains & develops network of programs of other facilities, agencies & support services in order to coordinate referrals & conduct follow-up services.

MAJOR WORKER CHARACTERISTICS

Knowledge of departmental regulations*; governmental regulations, policies & procedures; supervisory principles/ techniques*; public administration*; management; safety practices; crisis interventions; budgeting*; employee training & development; types & effects of psychotropic medications; interviewing. Ability to interpret variety of instructions in written or oral form; define problems, collect data, establish facts & draw conclusions; deal with many variables & determine specific action; understand practical field of social work; interpret extensive variety of technical material in books, journals & manuals; write meaningful, concise & accurate reports; interpret threatening situations.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Requires current license as independent social worker (i.e., LISW) as issued by State of Ohio Counselor, Social Worker & Marriage & Family Therapist Board in accordance with ORC 4757.27; 12 mos. exp. providing clinical supervision.

Pursuant to ORC 4757.41 (A)(5) any person engaging in social work or professional counseling as a civil service employee as defined in section 124.01 of the Revised Code who has at least two years of service as of July 10, 2014 is exempt from current licensure as independent social worker (i.e. LISW) requirement.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Completion of continuing professional education for license renewal pursuant to ORC 4757.33.

UNUSUAL WORKING CONDITIONS

May require unusual work schedules or arrangements; may be exposed to potentially violent patients; may be exposed to unusual odors, noises or contagious diseases.

JOB TITLE	JOB CODE	B. U.	EFFECTIVE	PAY GRADE
Social Work Supervisor 2	69316	EX	06/29/2014	14

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Provides administrative supervision to lower-level supervisors classified as Social Work Supervisor 1, 69315, & in some cases also supervises/leads non-supervisory social services personnel if assigned, administers, directs & coordinates social service programs through lower-level supervisors & performs personnel management tasks including recruiting, hiring, interviewing & training in institution &/or in community.

Formulates, develops & implements policy regarding intervention programs & develops specialized programs used by treatment teams & individual social workers or correctional program specialists &/or correctional program coordinators.

Evaluates ability of social work supervisors & non-supervisory social services personnel to apply their experience/knowledge to treat & direct others' efforts to treat clients effectively, evaluates social services programs & their implementation, monitors department conduct in accordance with rules, regulations & guidelines & provides clinical consultation & problem solving to other supervisors, staff social services personnel, administration, community agency staff, patients & families of patients.

Serves on & chairs committees that regulate policy formulation, program development, budgeting, employment, intervention procedures & serves as a monitor of programs adherence to all federal & state regulations & maintains & develops network of programs of other facilities, agencies & support services in order to coordinate referrals & conduct follow-up services.

MAJOR WORKER CHARACTERISTICS

Knowledge of project/program management; supervisory principles & techniques; public administration; departmental regulations*; governmental regulations, policies & procedures; psychology; counseling; crisis intervention; civil investigation; public relations; algebra; budgeting; types & effects of psychotropic medications; interviewing. Ability to deal with many variables & determine action; define problems, collect data, establish facts & draw valid conclusions; interpret extensive variety of technical material; understand most difficult classes of concepts (problem solve); recognize unusual or threatening conditions & take appropriate action; write meaningful, concise & accurate reports; write & deliver speeches.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Requires current license as independent social worker (i.e., LISW) as issued by State of Ohio Counselor, Social Worker & Marriage & Family Therapist Board in accordance with ORC 4757.27; 12 mos. exp. providing clinical supervision; 12 mos. exp. in supervisory principles & techniques.

-Or 12 mos. exp. as Social Work Supervisor 1, 69315.

Pursuant to ORC 4757.41 (A)(5) any person engaging in social work or professional counseling as a civil service employee as defined in section 124.01 of the Revised Code who has at least two years of service as of July 10, 2014 is exempt from current licensure as independent social worker (i.e. LISW) requirement.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Completion of continuing professional education for license renewal pursuant to ORC 4757.33.

UNUSUAL WORKING CONDITIONS

May require unusual work schedules or arrangements; may be exposed to potentially violent patients; may be exposed to unusual noise, odors & contagious diseases.