**OHIO CLASSIFICATION SPECIFICATION**
*Developed for Equal Opportunity*

NEW AUG 0 ? 1987

| CLASS TITLE: | CODE: |
|---|---|
| Family Service Supervisor 1 | 17315C |
| **MAJOR AGENCIES:** County Offices, Universities | **JURISDICTION:** Cnty., Univ. |

**FUNCTION:** Under general supervision from welfare supervisors, supervises family service aides in performing services for handicapped, ill, disabled, aged & needy people within the community;

-PERFORMS RELATED DUTIES AS REQUIRE

| RANK | % OF TIME | JOB DUTIES | MAJOR WORKER CHARACTERISTICS |
|---|---|---|---|
| 1 | 29-49 | Evaluates & determines client need & eligibility for family services; may refer client to other agencies if necessary; checks back with clients to determine how well needs were met. | Knowledge of (1) public relations*, (2) office practices & procedures*; ability to (3) deal with problems involving several variables, (4) develop good rapport with clients. |
| 2 | 21-31 | Supervises family service aides; evaluates performance; maintains records & writes reports. | Knowledge of 2*, (5) supervision, (6) counseling; ability to 3, 4, (7) complete routine forms. |
| 3 | 13-33 | Plans & coordinates family service aides' duties & assignments with other departments & agencies.. | Knowledge of 2*, (8) employee training & development; ability to 3, 4. |
| 4 | 3-9 | Consults with supervisors, clients, social workers, family service aides & officials from other agencies to determine if services are necessary, proper &/or sufficient. | Knowledge of 1*, 2*; ability to 3, 4. |
| 5 | 3-9 | Assesses household needs for food, furniture, appliances & clothing for welfare clients; provides transportation assistance to obtain items needed. | Knowledge of 1*, 3; ability to 4, 5. |

(138)

123:1-7-17

*Developed after employment

**UNUSUAL WORKING CONDITIONS:**
Exposed to infectious diseases & unsanitary living conditions.

**MINIMUM CLASS REQUIREMENTS:** *(including license, if any.)*
Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 1 course in management/supervision (or 1 mo. exp.); 1 course in counseling (or 1 mo. exp.); or equivalent.

**TRAINING & DEVELOPMENT:**

FORM ADM-4134

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