OHIO
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 6 1987

CLASS TITLE:	CODE:
Social Services Worker 1	69311C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** County, Univ.

FUNCTION: Under close supervision from higher-level social services worker, social services supervisor or welfare director, determines eligibility for day care services; locates housing & furnishings; monitors training & recreational activities to ensure institutional programs are carried out; visits cottages & wards to talk to residents regarding their complaints; provides limited counseling following prescribed service plan; maintains contact with community agencies & professionals to coordinate referrals & conducts follow-ups; prepares required forms & reports & maintains files;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	49-69	Visits cottages & wards to talk to residents concerning their complaints; monitors training & recreational activities to ensure resident involvement & programs are being carried out; performs limited counseling following prescribed treatment plans devised by higher-level social services worker; determines eligibility for day care services, monitors day care centers to ensure services are being rendered & approves or disapproves day care aides/homes; recertifies day care aides/homes; locates housing & funishing; arranges for transportation & health services; makes referrals to appropriate community agency or social service unit.	Knowledge of (1) public relations, (2) counseling, (3) interviewing, (4) psychology, (5) sociology or social work; ability to (6) carry out instructions in written or oral form, (7) apply principles to solve practical everyday problems, (8) define problems, collect data, establish facts & draw valid conclusions, (9) add, subtract, multiply & divide whole numbers, (10) copy records precisely without error, (11) complete routine forms, (12) interview clients to determine eligibility for services, (13) write routine business letters, (14) prepare meaningful & accurate reports, (15) gather, collate & classify information about data, people or things according to established methods, (16) work alone on most tasks or cooperate with co-workers, (17) handle sensitive telephone & face-to-face contacts with public, government officials & community agencies, (18) develop good rapport with residents *Developed after employment

(987)

123:1-7-17

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to calculate fractions, decimals & percentages, complete forms & write routine correspondence plus: 3 courses in public relations (or 3 mos. exp.); 3 courses in interviewing (or 3 mos. exp.); 3 courses in psychology (or 3 mos. exp. in applying principles of psychology

TRAINING & DEVELOPMENT:

NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Social Services Worker 1	CODE: 69311C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: County, Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
			or clients.
2	14-24	Compiles information for community placement of clients; completes foster care & day care studies; completes forms, reports, case records & correspondence pertaining to assigned caseload; maintains files; reviews day care provider billings & refers to appropriate staff for processing.	Knowledge of 4, 5, (19) office practices & procedures*; ability to 6, 7, 8, 9, 10, 11, 13, 14, 15, 16, (20) arrange items in nummerical or alphabetical order.
3	6-16	Establishes & maintains contact with community agencies, medical providers (e.g., dentists, physicians) & other governmental agencies to coordinate referrals & conduct follow-up of services contracted; explains & interprets procedures & policies for day care administrators; assists in client training classes & conducts home visits to reinforce teaching principles (e.g., infant stimulation classes); answers public inquiries.	Knowledge of 1, 4, 5, 19; ability to 7, 8, 13, 16, 17, (21) answer routine inquiries from public.
4	0-10	Attends staff meetings, conferences, workshops & training sessions to remain current on social service cases, problems & techniques.	Knowledge of 4, 5, 19; ability to 8, 16.
5	3-9	Transports children & clients to & from doctors, dentists clinics, schools & other locations.	Skill to (22) operate motor vehicle; ability to 6, 18.

(988) 123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* to solve problems); 3 courses in social work or sociology (or 3 mos. exp. in performing social work functions or applying principles of sociology to complete tasks); 1 course in counseling (or 1 mo. exp. in counseling clients or patients in institutional or social services agency); or equivalent.	TRAINING & DEVELOPMENT: