OHIO
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 2 1981

CLASS TITLE:	CODE:
Social Services Worker 2	69312C
MAJOR AGENCIES: County Offices, Universities	JURISDICTION: County, Univ.

FUNCTION: Under general supervision from higher-level social services worker or mental health administrator or institutional superintendent or county welfare administrator, interviews clients, inmates or patients to determine eligibility for services & devise treatment plans; prepares social histories, intakes (i.e., admissions & readmissions) & all papers relative to services provided; counsels patients, inmates or clients &/or their families concerning adjustment, character & employment problems & available services; maintains contact with community & other government agencies to coordinate services & conduct follow up; serves as member of treatment team or on institutional committees; transports clients, patients or inmates when necessary;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	38-58	Conducts initial interviews with clients, patients or inmates to determine eligibility for services &/or devise treatment plans (e.g., nursing home placement, discharge, W.I.N.,-S.A.U., EPDST, medicaid/medicare, job placement, parole, furlough); periodically redetermines eligibility or appraises treatment plan to determine whether services are suitable to meet needs or justify continuation of services; prepares social histories, intakes (i.e., admissions & readmissions) & all paper work required relative to services provided.	Knowledge of (1) interviewing, (2) psychology, (3) general sociology, (4) social work, (5) safety practices & procedures*, ability to (6) apply principles to solve problems & deal with variety of variables in somewhat unfamiliar context, (7) define problems, collect data, establish facts & draw valid conclusions, (8) complete routine eligibility forms, (9) prepare routine business letters, (10) prepare meaningful & accurate service plans, social histories & admissions, (11) interview clients, inmates or patients to determine services best suited to them, (12) gather, collate & classify information about data, people or things according to established methods, (13) work alone on most tasks, (14) answer routine inquiries, (15) develop good rapport with clients, inmates, patients &/or their families, (16) recognize unusual or threatening conditions &

(984)

123: 1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Completion of coursework for undergraduate major field of study (i.e., social work, sociology, psychology, home training) as required by college or university (or 6 mos. exp. as Social Services Worker 1 in County Welfare or M.H. & M.R., or 6 mos. exp. as social worker for county

TRAINING & DEVELOPMENT:

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NEW AUG 0 2 1977

CLASS TITLE: Social Services Worker 2

CODE: 69312C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: County, Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
			to take appropriate emergency action.
2	15-35	Counsels inmates, patients or clients &/or their families concerning adjustment, character & employment problems & advises them of available services &/or legal procedures (e.g., acceptance of community-based care, guardianship, sponsorship responsibilities, 60-day counseling for statistical reporting, discussion of treatment goals & objectives, 60-day counseling of client refusing to participate in W.I.N.-S.A.U. program, discussion of family problems).	Knowledge of 2, 3, 4, 5*, (17) counseling, (18) available services & governing regulations*; ability to 6, 7, 12, 13, 15, 16, (19) develop format for counseling sessions, (20) prepare & maintain case notes.
3	7-27	Maintains contact with numerous community & other governmental agencies to coordinate services, conduct follow-ups on referrals & obtain information.	Knowledge of (21) public relations; ability to 6, 7, 9, 12, (22) handle sensitive telephone & face-to-face inquiries & contacts & coordinate services with community & governmental agency representatives.
4	0-17	Serves as member of treatment team or represents department on various institutional committees to review cases; attends conferences, training sessions & workshops.	Knowledge of 2, 3, 4, 5*, 17; ability to 6, 7, 10, 12, (23) cooperate with co-workers on group projects.
5	0-8	Prepares & delivers speeches to civic organizations or public; transports clients, patients or inmates to various appointments (e.g., court, medical, dental or job interview); supervises & assists in training undergraduate students.	Knowledge of 1, 2, 3, 4, 5*, 17; skill in (24) operating motor vehicle; ability to 14, 15, 16, 23, (25) prepare & deliver speeches.

(990)

123: 1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Children Services, 169 or 648 Boards, or community social service agency). Associate Degree in Social Work may be accepted if applicant completed comprehensive program with virtually all courses taken being in social work. Home Training coursework is only applicable to positions in mental health & mental retardation.

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE: Social Services Worker 2

CODE: 69312C