.CATION .CATION *oed for Equal Opportunity*	Social Services Worker 3	69313 C
	MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** County, Univ.

TION: Under general supervision from higher-level social services worker, supervisor or administrator or mental h administrator or higher-level medical/clinical staff or institution superintendent, provides intensive counseling ces to clients, residents or inmates & respective families on individual &/or group basis; maintains extensive oad including protective services, foster care placement, adoption, abuse & neglect & services for handicapped, lly impaired, mentally ill & mentally retarded; participates as team member in defining, establishing & implementing idual treatment goals & plans; prepares, compiles & maintains social histories, case records, treatment data, rtive material & any reports or forms required by federal regulations, ORC statute or executive order; establishes ntains working relationship with community agencies (e.g., coordinates services,

PERFORMS RELATED DUTIES AS REQUIRE

IK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
(991) 123:1-7-17	38-58	Provides intensive counseling services to clients, residents or inmates & respective families on individual &/or group basis (e.g., using specific therapeutic approach to alleviate or resolve client's drug abuse or alcoholism &/or families to cope & live with alcoholic or drug dependent individual) (i.e., counseling in this rank does not refer to discussing tangible needs of client who just happens to be alcoholic, drug dependent, or mentally &/or physically disabled); maintains selective caseload of abuse or suspected abuse cases, adult protective cases, foster care placement &/or adoption, including foster home certification & recertification (i.e., excludes day care); or counsels emotionally disturbed or mentally retarded residents dealing with adjustment, programming, family & community acceptance, resident orientation, reality awareness, drug abuse; or participates in delivering comprehensive social & habilitative services (e.g., to visually impaired clients) dealing with interaction, body awareness, spatial relationships, motor skills & personal skills; handles difficult & emergency cases (e.g., crisis intervention); does limited assessment of needs.	Knowledge of (1) counseling, (2) case management, (3) interviewing, (4) psychology &/or human behavior, (5) sociology or social work, (6) agency &/or community counseling programs & services specific to area in which employed (e.g., adoption & foster care placement programs, mental health services, habilitative programs for handicapped & mentally retarded, drug abuse & rehabilitative services for inmates, mental health residents & OYC residents), (7) federal & state regulations governing delivery of services (e.g., foster home certification, court committed drug offenders, suspected abuse) specific to area in which employed; ability to (8) define problems, collect data, establish facts & draw valid conclusions, (9) apply principles to solve practical, everyday problems dealing with variety of variables, (10) recognize unusual or threatening conditions & take appropriate emergency action, (11) review,

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AL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Completion of coursework for graduate field of study (i.e., social work, sociology, psychology, home training) as required by college or university (or 6 mos. paid work experience as Social Services Worker 2 in county welfare or M.H. & M.R., or as social worker providing intensive	TRAINING & DEVELOPMENT:

Vol. Qualifies 5153.12 for CS Worker

CLASS TITLE	CODE:	
Social Services Worker 3	69313C	Page 1 of 3

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OHIO
CLASSIFICATION
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NEW

CLASS TITLE:	CODE:
Social Service Worker 3	69313C
MAJOR AGENCIES: County Offices, Universities	JURISDICTION: County, Univ.

FUNCTION: attends conferences & workshops, speaks to civic associations); makes court appearances as necessary; may supervise summer college interns, students &/or social service aides;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
			critique individual programming & make feasible recommendations, (12) gather, collate & classify information about data, people or things, (13) develop good rapport with clients, residents or inmates & respective families, (14) handle sensitive face-to-face contacts & inquiries, (15) cooperate with co-workers.
2 (992)	10-30	Participates in defining, establishing & implementing individual treatment goals & plans; works with rehabilitation counselors, medical, psychological & social services staff on diagnostic studies; collects, analyzes & interprets reliable & valid information for each resident; assesses progress of treatment plan & redetermines services needed or reaccomplishes goals, making necessary arrangements; identifies & appraises actual, apparent & potential resources & services; proposes & develops feasible alternative placements & referrals; participates in & provides leadership to treatment teams.	Knowledge of 1, 2, 3, 4, 5, 6, 7, (16) treatment team concepts; ability to 8, 9, 11, 13, 15, (17) establish goals & objectives, (18) deal with large number of variables & determine specific courses of action on basis of need, (19) use statistical analysis.
3 123:1-7-17	14-24	Maintains necessary case records, data & supportive material; prepares & compiles social histories, discharge summaries, court documents & referrals; completes forms & writes reports as required by law &/or executive order or for research activities; complies with federal & state standards in providing progress notes, treatment plans & evaluations;	Knowledge of 2, 6, 7, 16, (20) agency/institution practices & procedures; ability to 8, 11, 12, 19, (21) prepare routine business letters reflecting standard procedures, (22) write accurate & meaningful reports, (23) carry out

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NIMUM CLASS REQUIREMENTS: *(Including license, if any.)* counseling in County Children Services, 169 or 648 Boards or community services gency). For positions in Ohio Youth Commission, completion of coursework for undergraduate major field of study (i.e., ocial work, sociology, psychology, corrections, juvenile justice) as required by college or university plus six months aid work experience in direct care of youths (e.g., Teacher, Youth Leader, Activity Therapy Specialist); or equivalent.

NEW

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Social Services Worker 3	CODE: 69313C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: County, Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
		prepares any necessary correspondence to families, courts, state & community agencies, notarizes legal documents for inmates.	instructions in written or oral form, (24) work alone on most tasks.
4	5-15	Establishes & maintains working relationship with community agencies to provide discharge planning, continuity of services & community involvement in patient care; makes inspection trips to home & medical treatment centers to ensure smooth transition to aftercase services; maintains constant contact with courts parole & probation officers, making court appearances as necessary; organizes community action programs (e.g., "Senior Friends", "Big Brother/Sister"); attends conferences & workshops; speaks to civic associations as department/bureau/institution representative.	Knowledge of 4, 5, 6, 7, 20, (25) public relations; ability to 9, 10, 14, 18, (26) prepare & deliver speeches before general public.
5	0-6	Supervises (i.e., assigns tasks, trains, provides orientation & evaluates) summer college interns, students &/or social services aides; provides supportive assistance; participates in in-service training & assists in staff development.	Knowledge of 1, 2, 6, 7, 16, 20, (27) employee training & development*, (28) supervision*; ability to 9, 10, 11, 15, (29) establish friendly atmosphere as supervisor.

(943)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT: