OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

NEW 0 7

CLASS TITLE:	CODE:
Social Services Worker 4	69314 C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** County, Univ.

FUNCTION: Under general supervision from social program administrator or social services supervisor, supervises lower-level social workers assigned to programmatic unit (e.g., intensive treatment, extended care, geriatrics, transitional) or supervises homemaker services operations to include supervision of family services supervisors; assists superiors in developing plans & programs or makes recommendations on policy or procedure changes to improve quality of services; prepares &/or reviews reports, social histories & correspondence & maintains files; attends variety of meetings;

Note: Ceta positions may not be included in counting number of personnel in unit.

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	51-57	Supervises lower-level social services workers & other staff personnel (e.g., mental health technicians) assigned to programmatic unit (e.g., intensive treatment, extended care, geriatrics, transitional) in mental health/mental retardation institution, or supervises homemaker services operations in county welfare agency to include supervision of family services supervisors; assigns cases for distribution by family services supervisors or to staff personnel; monitors quality & quantity of cases; supervises & directs implementation of treatment plans; evaluates staff members; provides initial & continuous on-job training; oversees hearing schedule for ninety day referrals; interviews prospective employees.	Knowledge of (1) manpower planning*, (2) employee training & development*, (3) supervision*, (4) case management, (5) psychology &/or human behavior, (6) sociology or social work, (7) available agency & community resources, (8) federal & state regulations governing delivery of services specific to area in which employed, (9) agency/institution practices & procedures, ability to (10) define problems, collect data, establish facts & draw valid conclusions, (11) review & critique cases & approve or disapprove & make recommendations, (12) write instructions, specifications & training material, (13) gather, collate & classify information about data, people or things, (14) establish friendly atmosphere as supervisor of unit.

(994)

1231-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Completion of undergraduate major field of study (i.e., social work, sociology, psychology, home training) as required by college or university plus: 6 mos. paid work exp. in assigned agency as Social Services Worker 2 or 3 (or 12 mos. paid work experience in assigned agency as Social

TRAINING & DEVELOPMENT:

NEW 02 AUG 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Social Services Worker 4	CODE: 69314 C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: County, Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	17-27	Assists superiors in developing plans & programs or makes recommendations on policy or procedure changes to improve quality of services; establishes & implements system for evaluation of clients; develops social services objectives; participates as active member of treatment team; coordinates services with other social services units or community agencies.	Knowledge of 4, 5, 6, 7, 8, 9, (15) public relations, (16) treatment team concepts; ability to 12, 13, (17) establish goals & objectives, (18) deal with large number of variables & determine specific course of action on basis of need, (19) cooperate with co-workers & community agency personnel.
3 (995)	8-14	Visits clients periodically to evaluate quality of care provided to ensure client needs are being met; resolves problem cases; counsels clients & respective families in difficult, problem or emergency situations; handles clinical caseload in acute psychiatric hospital conducting individual, family & group counseling for therapy, orientation, release planning, referrals & administering plans to family; conducts follow-up of patient after discharge; handles court-ordered observation cases & testifies in court when necessary.	Knowledge of 4, 5, 6, 7, 8, 9, 15, (20) interviewing; ability to 10, 11, (21) recognize unusual or threatening conditions & take appropriate emergency action, (22) handle sensitive contacts & develops good rapport with clients & respective family.
4 123:1-7-17	3-9	Writes, reviews, compiles & maintains case management data (e.g., social histories, assessments, referrals, discharge documentation & summaries of hospitalization); writes &/or supervises preparations of correspondence; writes service contracts; prepares statistical reports reflecting all services & activities on weekly, monthly or annual basis.	Knowledge of 3*, 4, 5, 6, 7, 8, 9; ability to 10, 11, 13, 14, (23) write accurate & meaningful reports & correspondence.

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Services Worker 2 or 3). Completion of graduate field of study (i.e., social work, sociology, psychology, home training) as required by college or university may substitute for 3 mos. of paid work experience. Home Training applies only to positions in M.H./M.R.	TRAINING & DEVELOPMENT:

OHIO
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CLASS TITLE: Social Services Worker 4

NEW 02 AUG 1987

CODE: 69314C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: County, Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
5	4-10	Attends meetings, training sessions & conferences to resolve problems & keep abreast of changes in policy, procedures & techniques; prepares & delivers speeches or presentations.	Knowledge of 5, 6, 8, 15; ability to 10, 13, (24) prepare & deliver speeches or presentations.

(996)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE: Social Services Worker 4

CODE: 69314C