REVISED

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Community Service Worker	CODE: 03111
	MAJOR AGENCIES: Children's Services Board	JURISDICTION: County

FUNCTION: Under close supervision from administrative supervisor in charge of home-based services to families & children, provides home management &/or specialized supportive & supplemental services to consumers/clients to improve daily living of child & family or to improve their skills in maintaining family home, collects information to assist in assessment & evaluation of problems or status & growth of clients/consumers' of home management skills & prepares reports & forms;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1		Provides home management &/or specialized supportive & supplemental services to consumers/clients to improve daily living of child & family or improve their skills in maintaining family home (e.g., trains of clients/consumers in standards of nutrition, food preparation, housekeeping, purchasing & money management, child care &/or self-care & health maintenance &/or how to cope with problems of daily living) & acquaints clients/consumers with available community resources & services (e.g., legal services, alternative schools/special education programs, financial assistance, vocational counseling or training, job development & placement, health services).	Knowledge of (1) home management, nutrition & food preparation, daily living skills & child care & development, (2) available community resources/services*, (3) human relations; ability to (4) apply principles to solve practical everyday problems, (5) add, subtract, multiply & divide whole numbers, (6) handle routine & sensitive inquiries from & contacts with clients/consumers.
2		Collects information to assist in assessment & evaluation of problems or status & growth of clients'/consumers' home management skills.	Knowledge of 1, 2*, 3; ability to 4.
3		Prepares required reports & forms.	Ability to (7) prepare meaningful, accurate & concise reports & complete routine forms.

*Developed after employment

123.1-4-02 (103)

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to add, subtract, multiply & divide whole numbers & to read & write common vocabulary plus 12 months training &/or experience in home management, nutrition & food preparation, daily living skills & child care & development.
Requires travel.	