REVISED AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Caseworker 1

CODE: 06002

MAJOR AGENCIES: Children's Services Boards

JURISDICTION: County

FUNCTION: Under general supervision from caseworker 4, makes field investigations, prepares case histories & conducts routine interviewing as part of county program (i.e., limited to single category of case work & is guided by regular supervision & established policies & procedures) & completes case records & recommendations subject to review by professional supervisors; PERFORMS RELATED DUTIES AS REQUIRI

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1		Interviews responsible relatives to ascertain their ability to contribute to support of applicant & compiles information into complete case record.	Knowledge of (1) income maintenance/ social services & policies & procedures related to program area*, (2) interviewing, (3) case record & related documentation preparation; ability to (4) deal with variety of variables in familiar context, (5) prepare meaningful, concise & accurate reports, (6) gather, collate & classify information about data, people or things, (7) handle sensitive inquiries from & contacts with applicants & applicants' relatives.
2		Conducts periodic reinvestigations to establish continuing eligibility & to procure additional information brought about by changing conditions.	Knowledge of 1*, 2 , 3; ability to 4, 5, 6, 7.
3		Verifies need for special medical care & compares request with established medical program.	Knowledge of 1*; ability to 4, 6.
4		Participates in regular weekly conferences with supervisor to review & obtain assistance on unusual case problems.	Knowledge of 1*, 2, 3; ability to 4, 5, 6, (8) cooperate with co-workers on group projects.

(141)

123: 1-8-02

*Developed after employment

UNUSUAL WORKING CONDITIONS:

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

TRAINING & DEVELOPMENT: