REVISED AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE:	CODE:
Caseworker 2	06003
MAJOR AGENCIES: Children's Services Boards	**JURISDICTION:** County

FUNCTION: Under general supervision from caseworker 4, performs social casework of routine difficulty & responsibility, prepares case records & conducts investigations needed to determine eligibility of applicants for assistance or performs casework of a juvenile nature, in accordance with written procedures, letters of instruction and regular conferences with supervisors or other superiors; may obtain hospital, medical, dental, nursing & other services for clients;

PERFORMS RELATED DUTIES AS REQUI

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1		Establishes need for assistance under provisions established by law & interviews responsible relatives to determine ability to contribute to support of applicant.	Knowledge of (1) income maintenance/ social services & assigned program, (2) interviewing, (3) casework & related documentation preparation; ability to (4) define problems, collect data, establish facts & draw valid conclusions (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 continuous reinvestigations to establish continuing eligibility.	Knowledge of 1, 2, 3; ability to 4, 5, 6, 7.
3		Cooperates with other community social & health agencies in handling cases & informs individuals of appropriate community resources.	Knowledge of 1, (8) public relations; ability to 6, 7.

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*Developed after employment

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

FORM ADM 4134

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