OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

REVISED AUG 02 1987

CLASS TITLE:	CODE:
Caseworker 4	06005
MAJOR AGENCIES:	**JURISDICTION:**
Children's Services Boards	County

FUNCTION: Under general supervision from administrative superior, supervises group of caseworkers of lower-level & other workers in casework program & coordinates work of group with overall function of agency;

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1		Supervises caseworkers & clerical workers & trains employees in practices & policies of agency & proper casework techniques.	Knowledge of (1) supervision*, (2) employee training & development*, (3) income maintenance/social services & agency policies & procedures applicable to assigned program area, (4) casework & related documentation preparation, (5) interviewing; ability to (6) define problems, collect data, establish facts & draw valid conclusions, (7) prepare meaningful, concise & accurate reports, (8) gather, collate & classify information about data, people or things, (9) establish friendly atmosphere as supervisor.
2		Participates in staff meetings & staff development programs.	Knowledge of 2*, 3, 4; ability to 6, 7, 8.
3		Assists recipients to use community resources to meet defined problems.	Knowledge of 3, 5, (10) available community resources; ability to 6, 8, (11) handle sensitive inquiries from & contact with clients.

(144)

123; 1-8-02

*Developed after employment

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