REVISED 02 AUG 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Child Welfare Caseworker 4	CODE: 06014
	MAJOR AGENCIES: Children's Services Board	JURISDICTION: County

FUNCTION: Under general supervision from child welfare casework supervisor, plans & organizes technical direction of child welfare program such as adoptions, licensing or homefinding, or acts as assistant to head of program & consults with departmental staff, interested groups, & officials, advising them on program operations in fairly large county children's service board;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1		Analyzes, evaluates & reports on content & administration of child welfare, adoptions, or licensing program.	Knowledge of (1) psychology, (2) counseling, (3) child welfare casework methods & techniques, (4) adoption law, (5) legal requirements related to placement of children in foster homes, (6) available community resources, (7) management*; ability to (8) define problems, collect data, establish facts & draw valid conclusions, (9) prepare meaningful, concise & accurate reports, (10) gather, collate & classify information about data, people or things.
2		Assists in in-service orientation & training of new casework staff.	Knowledge of 1, 2, 3, 4, 5, 6, (11) employee training & development*; ability to (12) prepare & present training material, (13) establish friendly atmosphere during training/orientation sessions.
3		Serves on community planning committees when requested to participate in development of community resources for health & welfare.	Knowledge of 1, 2, 3, 4, 5, 6; ability to 8, 10, (14) cooperate with co-workers on group projects.
4		Prepares appropriate case records & reports.	Knowledge of 1, 2, 3, 4, 5, 6; ability to 9, 10.

(148)

123:1-8-02

*Developed after employment

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