REVISED AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Child Welfare Casework Supervisor 2	CODE: 06017
	MAJOR AGENCIES: Children's Services Board	JURISDICTION: County

FUNCTION: Under general supervision from executive secretary or other administrative supervisor, directs child welfare casework program in medium county or directs specialized casework area in large county children's services board;

- PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1		Supervises work of child welfare caseworkers, recruits & recommends appointment of casework staff & plans & carries out in-service training & staff development program.	Knowledge of (1) management, (2) supervision, (3) employee training & development, (4) child welfare casework methods & techniques, (5) psychology, (6) counseling, (7) adoption law, (8) legal requirements related to placement of children in foster homes, (9) available community resources; ability to (10) define problems, collect data, establish facts & draw valid conclusions, (11) prepare meaningful, accurate & concise reports, (12) gather, collate & classify information about data, people or things, (13) establish friendly atmosphere as supervisor of work unit.
2		Assists in development of agency policies & interprets agency policies to staff & to other social agencies.	Knowledge of 4; ability to 10, 12, (14) develop & explain policy, (15) handle sensitive inquiries & contacts from officials & general public.
3		Represents agency in important conferences with other agencies.	Knowledge of 4, 5, 6, 7, 8, 9, (16) public relations; ability to 10, 12, 15.

(152)

123: 1-8-02

*Developed after employment

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