REVISED AUG 0 2 1937

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Child Welfare Casework Supervisor 4	CODE: 06019
	MAJOR AGENCIES: Children's Services Board	JURISDICTION: County

FUNCTION: Under general supervision from executive secretary, directs plans & coordinates child welfare functions of large county children's services board, or directs & supervises special program or project involving child welfare case-workers who are carrying reduced loads of highly specialized nature; May assist in development of research programs; -PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1		Plans, develops & directs integrated child welfare casework program or specialized project in large county children services board & formulates & carries out policies, procedures & goals for total casework functions.	Knowledge of (1) management, (2) supervision, (3) counseling, (4) psychology, (5) child welfare casework methods & techniques, (6) adoption law, (7) legal requirements relating to placement of children in foster homes, (8) available community resources; ability to (9) define problems, collect data, establish facts & draw valid conclusions, (10) develop casework policy, (11) gather, collate & classify information about data, people or things, (12) establish friendly atmosphere as supervisor.
2		Plans & directs in-service training program of child welfare casework personnel, plans & develops student training programs & assists in selection & recruitment of staff.	Knowledge of 1, 5, (13) employee training & development; ability to 9, 10, 11.
3		Attends child welfare conferences, visits other social agencies, serves on committees with members of other social agencies, & makes speeches before community organizations & provides staff with interpretations of public assistance standards, regulations & policies.	Knowledge of 1, 5, (14) public relations; ability to deliver speeches before specialized audiences & general public, (15) handle sensitive inquiries from & contacts with officials & general public.

(154)

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*Developed after employment

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