CLASSIFICATION SPECIFICATION

CLASS NUMBER 30131

SOCIAL SERVICES WORKER 1

OHIO COUNTY DEPARTMENTS OF HUMAN SERVICES

EFFECTIVE 7-02-00

The duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDHS. Therefore, a Social Services Worker 1 may not perform all of the duties listed. However, it is mandatory that the first duty (I) be performed a minimum of 20% of the time.

Summary of Essential Duties

The primary purpose of the Social Services Worker 1 classification is to determine and re-determine clients' eligibility for publicly funded social services programs AND/OR conduct certification/re-certification for county social services providers AND/OR monitor the functioning of county social services providers. Job assignments do not include foster care and adoption assessments and placements.

Duties

Frequency: 82% +/- 15%

I. Determines and re-determines clients' eligibility for publicly funded social services programs AND/OR conducts certification/re-certification for county social services providers AND/OR monitors the functioning of county social services providers, however, job assignments do not include foster care and/or adoption assessments and placements.

Frequency: 11% +/- 5%

II. Performs various clerical duties associated with social services providers.

Frequency: 5% +/- 2%

III. Reviews county provided social services related billing invoices to be processed for payment.

Frequency: 2%+/- 1%

IV. Attends social services related training, conferences, and other educational programs.

KSA'S FOR THE
JOB CLASSIFICATION OF
SOCIAL SERVICES WORKER 1

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	County social services eligibility requirements; Federal, State and Local laws regarding County social services, including providers (e.g., day care);; Verification request forms; Office practices and procedures; Administrative practices; Provider applications; County social service provider certification recertification policies and procedures: Verification request forms; Recruiting (e.g., new providers); Agency filing system; Typing (e.g., contracts); Contracts for providers; Provider home inspection practices; Social service provider investigation procedures (e.g., investigation complaints and making referrals); Writing/documentation (e.g., inspections and correspondence); Services provided to clients; Placement procedures for clients.	Typing; Public speaking; Organization; Oral communication.	Work with others; Give or exchange facts and information regarding social services programs (e.g., day care); Maintain accurate records; Answer routine questions/inquiries; Conduct certification/recertification of providers; Recruit new providers; Send application packets and verification forms to individuals seeking to become certified providers; Verify completion of forms (e.g., applications and verification forms); Maintain and update files; Advise providers on suitable office practices and record management; Type contracts for providers and day care centers; Investigate complaints against County social service providers; Make referrals based on investigations; Inspect provider homes; Ensure providers comply with rules and regulations; Document inspections and correspondence in writing; Provide direct services to clients in their homes; Protect others from injury (e.g., ensure children are being properly cared for); Monitor the work of others; Complete forms (e.g., verification requests); Determine client eligibility for social services.
II	Office practices and procedures; Administrative practices; Provider policies, procedure, rules and regulations; Other Agency services (e.g., provide referrals); Typing (e.g., letters, case plans, case notes, and administrative reviews); Healthcheck program; Mail procedures; Telephone system; Automobile operation; Transit tickets and client eligibility.	Organization; Typing.	Drive an automobile; Answer telephones; Answer questions/inquiries; Give or exchange facts and information; Make referrals to other Agencies; Schedule appointments; Type letters, case plans, case notes and administrative reviews; Prepare client mailings; Sort mail; Arrange transportation for clients; Take clients to appointments or to complete errands; Stamp and send out transit tickets to eligible clients; Assist with Healthcheck program; Work with others; Ensure the safety of others (e.g., practice safe driving while transporting clients to and from appointments); Maintain accurate records.

III	Service provider related billing (e.g., monthly day care billing invoices); Intermediate mathematical procedures (e.g., calculate provider fees); Provider time sheets; Agency computer system; Training records; Provider pay rates; Administrative practices.	Organization; Typing (e.g., updating files); Computer operation.	Review provider related billing invoices to be processed for payroll; Prepare provider time sheets; Calculate provider fees; Update computer records to reflect home providers' pay increases; Review training records to determine eligibility for higher pay rates; Calculate monthly day care billing invoices; Send information to Fiscal unit; Maintain accurate records; Complete forms (e.g., invoices); Perform intermediate mathematical procedures (addition, subtraction, multiplication and division of fractions, decimals and percentages).
IV	Administrative practices; Available training, conferences and educational programs.	Listening; Organization; Public speaking; Oral communication.	Listen and comprehend new information regarding Agency or provider policies and procedures; Read and comprehend training/informational manuals or materials; Work with others; Attend training, conferences and educational programs.

Minimum Qualifications

- Completion of undergraduate major core coursework or two years technical training in behavioral science, social science, early childhood development technology, education or related field.

- Or four courses in behavioral science one of which must be in child development or two years experience in behavioral science of which 6 months must be in the area of child development, one course or six months experience in business mathematics, one course or six months in experience in interviewing, one course or six months experience in typing, keyboarding or word processing.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions

The Social Services Worker 1 is responsible for certifying county social services providers. As such, the incumbent plays a central role in ensuring that clients (adults and children) are cared for in a safe environment. Therefore, the incumbent must attend to the possibility of harm coming to children and adults, who are unable to protect themselves. Therefore, the position requires attention to ensure that actions do not create dangerous situations for clients (adults and children). The incumbent generally works in a stable office environment.