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**CLASSIFICATION SPECIFICATION**

**CLASS NUMBER 30132**

**SOCIAL SERVICES WORKER 2**

**OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES**

**EFFECTIVE**

**MAY 5, 2002**

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 CDJFS. Therefore, a Social Services Worker 2 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.



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### **Summary of Essential Duties**

The primary purpose of the Social Services Worker 2 position is to investigate claims of abuse and neglect of older adults and/or children AND/OR maintain caseload of children/families who have previously been determined to require the protective assistance services of the agency (i.e., ongoing clients) as determined appropriate AND/OR manage caseload of foster care and/or adoption assessments and placements. In addition, the classification prepares child and/or older adult related cases for court, participates in legal action to establish legal guardianship in cases related to older adults, meets procedural deadlines governing the management of social services cases set by the State of Ohio and ensures that this documentation is complete, and serves as on-call social service worker (e.g., on weekends, holidays, after business hours).

### **Duties**

Frequency: 65% +/- 15%

- I. Investigates claims of abuse and neglect of older adults and/or children AND/OR maintains caseload of children/families who have previously been determined to require the protective assistance of the services of the agency (i.e., ongoing clients) as determined appropriate AND/OR manages caseload of foster care and/or adoption assessment and placements.

Frequency 10% +/- 3%

- II. Prepares assigned cases for administrative or judicial procedures as required.

Frequency: 10% +/- 5%

- III. Ensures providers such as day care centers, nursing/boarding homes and hospitals are certified/licensed and operate in compliance with local, state and federal laws and regulations AND/OR determines and re-determines clients' eligibility for publicly funded social services programs.



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Frequency 5% +/- 1%

- IV. Participates in legal action to establish legal guardianship in cases related to older adults, to include testifying in court as necessary.

Frequency 4% +/- 1%

- V. Meets procedural deadlines governing the management of social services cases set by the State of Ohio and ensures that this documentation is complete.

Frequency 2% +/- 1%

- VI. Serves as on-call social service worker (e.g., on weekends, holidays, after business hours).

Frequency 2% +/- 1%

- VII. Serves on internal/external committees and attends various agency meetings.

Frequency 2% +/- 1%

- VIII. Develops and administers public education programs pertaining to issues related to case assignments.



**KSA'S FOR THE  
JOB CLASSIFICATION OF  
SOCIAL SERVICES WORKER 2**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
<b>I</b>	Typing principles; Abuse and neglect of children and older adults; Federal, State and Local laws regarding abuse and neglect AND/OR foster care and/or adoption assessments and placements. Community services available; Case plans; Counseling practices; Police procedures regarding removing a child or older adult from a home; Writing legal documents; Filing legal documents; Intake procedures; Interviewing practices; Office practices and procedures; Administrative practices; Placement procedures for clients; Agency filing systems; Practices and procedures involving the removal of a child or older adult from a home (paperwork, notification of parents, etc.); Procedures for placing a child in a foster home (e.g., paperwork, preparing child for placement, etc.); Visitation rules and regulations.	Organization; Writing (e.g., legal documents); Public speaking; Typing; Oral communication.	Perform intake duties; Work with others; Give or exchange facts and information regarding the abuse and neglect of children and/or older adults; Maintain and update accurate records; Develop case plans; Write and file court documents; Interview families and/or medical personnel in the course of an investigation; Notify police department in the event of a crime; Comprehend written materials (e.g., reviewing file histories); Consult with team members concerning situations and possible courses of action; Answer routine questions/inquiries; Complete forms (e.g., verification requests); Work with mentally or physically challenged individuals; Work with children and older adults; Prepare paperwork for placement of a child or older adult; Evaluate situations for potential dangers; Arrange for visitations between children and family members; Monitor visitations between children and family members; Write up case notes; Modify case plans; Remove a child from a house with order from police; Bring child to facility for assessment; Remove an older adult from a home; Work with mentally and/or physically challenged individuals; Determine client eligibility for services.
<b>II</b>	Administrative practices; Investigation procedures applicable to case assignments (e.g., completing appropriate documentation of case and court documents); Writing/documentation (e.g., inspections and correspondence); Placement procedures; Adjudication Hearings; Preparing court witnesses, Administrative and semi-annual reviews to monitor progress toward case plan; Filing documentation of cases; Compiling evidence for permanent custody hearing; Paperwork for adoption proceedings;	Organization; Oral communication; Public speaking, Typing.	Work with others; Document and file case investigations; Document inspections and correspondence in writing; Maintain accurate records; Protect others from injury (e.g., ensure children and older adults are being properly cared for); Complete forms; Conduct consultation with in-house Attorney; Ensure all required paperwork is filed within 72 hours of the court date; Ensure all medical requirements are completed and filed within 5 days of placement; Schedule face to face meeting with foster parents and child within 5 days of placement; Prepare for Adjudication Hearing (30 days after removal);



	<p>Expert witness testimony (e.g., serving as case representative during trials, assists lawyer, etc.).          Federal, State and Local laws regarding child/older adult abuse and neglect;          Court procedures;          Typing principles.</p>		<p>Prepare witness list, contact witnesses and prepare them for court date;          Plan and hold administrative and semi-annual reviews to monitor progress toward case plan;          Compile evidence for permanent custody hearings;          File documentation for permanent custody hearings;          Initiate paperwork for adoption proceedings;          Serve as an expert witness;          Serve as case representative during trials;          Assist Lawyer by suggesting questions to be asked during cross examination;          Work with mentally and physically challenged individuals;          Work with children and older adults;          Provide rationale to court for actions taken in cases based upon results of investigations.</p>
<b>III</b>	<p>Office practices and procedures;          Administrative practices;          Federal, State and Local laws regarding day care and nursing home policies, procedure, rules and regulations (e.g., certification/licensure of facility);          Other Agency services (e.g., provide referrals);          Typing (e.g., letters, case plans, case notes, and administrative reviews);          Inspection reports of care providers;          Investigative procedures regarding complaints of providers' daily operations;          Certification of new providers;          Recruiting of new providers;          Licensing conferences and hearings;          Training and development practices for providers.</p>	<p>Organization;          Oral communication;          Typing.</p>	<p>Answer questions/inquiries;          Give or exchange facts and information;          Make referrals to other Agencies;          Work with others (e.g., providers);          Monitor and evaluate providers to ensure compliance with Federal, State and Local Laws and regulations governing safe operations;          Assist in reviewing inspection reports;          Investigate complaints of providers' daily operations;          Certify and recruit new providers;          Prepare and conduct licensing conferences and hearings;          Act as liaison between providers, clients and the DHS;          Arrange for and provide various training sessions for providers;          Maintain constant attention to ensure action do not create dangerous situations for others;          Maintain accurate records.</p>
<b>IV</b>	<p>Legal guardianship actions related to older adults;          Federal, State and Local laws governing guardianship AND/OR adoption and/or foster care cases;          Geriatric AND/OR adoption and/or foster care assessments;          Guardian AND/OR adoption and/or foster care process and procedures;          Guardianship AND/OR adoption and/or foster care packets and procedures for completing packets;          Referral process to staff Attorney if family is uncooperative in the legal guardianship process;          Administrative practices involved in guardianship.</p>	<p>Oral communication;          Organization.</p>	<p>Participate in legal action to establish legal guardianship in cases related to older adults;          Initiate geriatric assessments and receive results;          Determine whether a family member can be legal guardian for a client;          Explain steps involved in the guardian process;          Obtain guardianship packet from probate court;          Explain how to complete guardianship packets;          Make referrals to the staff Attorney if the family is uncooperative in the legal guardianship process;          Work with others;          Give or exchange facts and information;          Maintain accurate records;          Complete forms (e.g., guardianship packets).</p>
<b>V</b>	<p>Procedural deadlines governing the management of Social Services cases set by the State of Ohio;          Documentation required to meet procedural deadlines;          Report writing and requirements.</p>	<p>Organization;          Writing (e.g., reports).</p>	<p>Monitor and complete all necessary reports in a timely and organized manner to meet State and Agency deadlines and reporting requirements;          Complete appropriate documentation concerning cases of child or older adult abuse and neglect;          Write reports.</p>



<p><b>VI</b></p>	<p>On-call status and procedures; Federal, State and Local laws concerning child and older adult abuse; Evaluation methods involving children, adults and families; Requirements for removing a child or adult from a home; Court orders and procedures; Foster care procedures and policies; Administrative practices concerning foster care and the removal of a child or adult from a home.</p>	<p>Organization; Oral communication; Writing.</p>	<p>Serve as on-call worker; Respond to calls from Police, Sheriffs, Hospitals, Parents and/or Foster Parent related to child or older adults issues; Evaluate children, adults and families in their homes after business hours; Consult with team members regarding possible abuse or neglect situations; Determine if child or adult should remain in home or be removed; Work with others; Contact judge for court orders; Arrange for foster care.</p>
<p><b>VII</b></p>	<p>Internal and external committees; In-house committees (e.g., hiring and interviewing committee); Community committees (e.g., Crisis Line committee); State committees (e.g., Risk Assessment committee).</p>	<p>Organization; Public speaking; Oral communication.</p>	<p>Maintain contact with community groups; Chair weekly staff meetings; Listen and participate in committee activities; Participate on committees; Work with others on committees; Serve on in-house, community and State committees.</p>
<p><b>VIII</b></p>	<p>Public education programs related to the abuse or neglect of children and older adults; Training and development practices; Administrative/Office practices involving setting up public education programs.</p>	<p>Oral communication; Organization; Public speaking.</p>	<p>Work with others; Develop and administer public education programs related to the abuse and neglect of children and older adults; Give or exchange facts and information; Answer questions and inquiries regarding public education programs.</p>



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## **Minimum Qualifications**

### **FOR ADULT PROTECTIVE SERVICES UNIT POSITIONS**

Must have one of the following:

- One year of experience as a Social Services Worker 1, 30131 and valid driver's license.
- Or completion of graduate core coursework in behavioral science, social science early childhood development, education or related fields; and valid driver's license.
- Or completion of undergraduate major core coursework or two years technical training in behavioral science, social science, early childhood development technology, education or related field. Also requires one year of experience in a position similar to a Social Services Worker 1, 30131 or working with children/adults in need of or receiving protective services, or handling adoptions, or counseling persons who have experienced abuse/neglect, and a valid driver's license.
- Or two courses in adult psychology one of which must be in the area of gerontology or twelve months experience, two courses or twelve months experience in child psychology, two courses in social welfare or other sociology related topic or twelve months experience, two course or twelve months experience in counseling, one course or six months experience in interviewing techniques, one course or six months experience in domestic violence, and one course or six months experience in courtroom procedures. Also requires one year of experience in a position similar to a Social Services Worker 1, 30131 or working with children/adults in need of or receiving protective services, or handling adoptions, or counseling persons who have experienced abuse/neglect, and a valid driver's license.

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



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### **Minimum Qualifications**

#### **FOR CHILDREN SERVICES CASEWORKER POSITIONS**

Per Section 5153.112 of the Ohio Revised Code, applicants of a Public Children Services unit must have one of the following:

1. A bachelor's degree in human services-related studies, or
2. A bachelor's degree in any field and have been employed for at least two years in a human services occupation, or
3. An associate's degree in human services-related studies, or
4. Been employed for at least five years in a human service-related occupation.

For employment to continue, a person described in Option 2, 3, or 4 above must obtain a job-related bachelor's degree not later than five years after the date employment with the agency commences.

NOTE: All liability and responsibility for determining "human services-related studies" or "human services-related occupation" rests with the employing agency.

Per Section 5153.122 of the Ohio Revised Code, each caseworker shall complete at least ninety hours of in-service training during the first year of the caseworker's continuous employment, consisting of courses in recognizing and preventing child abuse and neglect, assessing risks, interviewing persons, investigating cases, intervening, providing services to children and their families, and other topics relevant to child abuse and neglect. After the first year of continuous employment, each caseworker annually shall complete thirty-six hours of training in areas relevant to the caseworker's assigned duties.

In addition, applicant must have valid driver's license.



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### **Unusual Working Conditions/Hazards**

The position possesses responsibility for the safety of children or adults by requiring the incumbent to make determinations as to whether these children or adults are in an "imminent risk of harm." These children and adults are incapable of protecting themselves from physical, mental, and/or sexual abuse. Injuries, if they do occur are likely to involve temporary disabilities such as bruises or cuts. Serious mistakes in terms of failing to remove children or adults from homes could conceivably, although extremely infrequent, cause death (e.g., suicide) or a permanent disability. Additionally, the position involves performing duties which require taking some special safety precautions, such as when contacting and negotiating with a family suspected of child abuse or neglect. However, performing this duty does not require the use of protective clothing. Exposure to these situations is likely to result in threats of injury, which are rarely acted upon. However, the position involves regular exposure to environmental factors (e.g., cold, excessive heat, noise, fumes, vibration, dirt) during interviews and meetings conducted outside of the office. The position may involve lifting or carrying children, and exposure to contagious diseases.