

# Medina County Job and Family Services

## Position Description

<b>Division:</b>	<b>Social Services</b>
<b>Unit:</b>	<b>Family and Children's Services</b>
<b>Supervisor:</b>	<b>30500.0 Sharon Holmes</b>

<b>Classification:</b> Protective Services Wkr 2-Adopton	<b>Working Title:</b> Prot Services Wkr 2 - Adoption
<b>Class Number:</b> 30132-Medina	<b>Position Control Number:</b> 30502.0
<b>Status:</b> Bargaining	<b>Pay Range:</b> 29

### Summary of Essential Duties

Under the direction of the unit Supervisor, the Protective Services Worker 2-Adoption Coordinator works with families and children, managing permanent custody cases on an ongoing basis. The Protective Services Worker 2-Adoption Coordinator has the responsibility of performing duties related to adoption and recruitment of adoptive homes for children. The position may entail approving, certification/decertification of foster/adoptive homes, training prospective foster/adoptive parents, resolution of foster/adoptive parent grievances, as well as monitoring of foster/adoptive homes on a monthly basis. This worker completes monthly paperwork associated with subsidy programs. As part of the regular pager rotation and in-day coverage, this worker may assist families in improving their financial and social environment and working for the protection and safety of children and adults as well as investigate referrals of abuse/neglect and dependency.

### Functions of the Position

1. Is familiar with and functions in accordance with the classification specifications and agency policies and procedures.
2. Presents self in a professional, ethical and culturally sensitive manner to co-workers, staff, other agency personnel and the public.
3. Returns phone calls and correspondence in a timely manner, adhering to agency policy and time frames.
4. Demonstrates knowledge of ODJFS rules, State regulations, local laws, agency policy pertaining to protective services and MEPA.
5. Screens incoming abuse/neglect referrals on adults and children.
6. Receives, investigates and assesses case referrals of abuse, neglect and dependency and consults with other staff involved with cases.
7. Conducts culturally sensitive interviews with families and children for assessments, information gathering, community advocacy and conflict resolutions.
8. Completes all case documentation and paperwork as defined by ODJFS rules and regulations, State and local laws and agency policy (i.e., Risk Assessments).
9. Develops positive, trusting and helpful relationships with the families and demonstrates understanding of the family's strengths and coping skills and an ability to access them.

10. Writes strengths-based, family-centered case plans for each family assigned, and reviews with family at least monthly, keeping objectives current and applicable.
11. Maintains contact with families, care givers and children through home visits, letters and phone calls per agency policy.
12. Understands the court process, prepares for, and testifies in court with competence, knowing the case history, reason for court involvement, progress on the case plan and the family's current status.
13. Knows and regularly accesses agency and community resources for families.
14. Keeps current on training requirements, attends required meetings and shares gained information with co-workers. Provides leadership and mentoring for other unit members regarding policies, procedures and resources.
15. Transports clients as needed.
16. Provides unit coverage as scheduled or when needed.
17. Carries a pager according to agency policy.
18. Meets all job safety requirements and all applicable OSHA safety standards that pertain to job duties.
19. Performs other duties as assigned.
20. Understands CAPMIS, CAPTA, and SACWIS.

### **Knowledge, Skills and Abilities**

**Knowledge of:** Ohio Department of Job and Family Services rules and regulations; Federal, State and local laws regarding abuse/neglect of children and adults; State and Federal mandated forms, documentation and procedures; legal procedures related to children and adults; foster care and/or adoption assessments and placements; community services; intake procedures; ongoing Social worker practices; interviewing skills for both children and adults; practices and procedures for removing adult/children from the home (i.e., paperwork, notifications, legal documents, court procedures); procedures for placing a child in a foster home or adoptive home (i.e., paperwork, preparing the child for placement, etc.); report writing; office practices and procedures; Practice Standards Manual; procedural guidelines governing the management of Social Services cases set by the State of Ohio; documentation required to meet procedural deadlines; on-call status and procedures; evaluation methods involving children, adults and families; internal and external committees; public education programs relating to abuse or neglect of children and older adults; training and developmental practices; Administrative/office practices involving setting up public education programs; legal procedures for finalizing adoptions.

**Skill in:** Organization; writing (e.g., legal documents; word processing; operation of computers; public speaking; oral communication; typing; interviewing; assessment.

**Ability to:** Performs intake and ongoing casework duties with children, older adults, families and foster and adoptive families; share information and facts concerning the abuse/neglect of children and/or adults; complete, modify and amend Risk Assessments; complete, modify and amend case plans; comprehend written materials; consult with team members concerning situations and possible courses of actions; answer routine questions and inquiries; prepare and complete all mandated paperwork concerning investigations, ongoing cases, foster home licensing and adoptions; prepare for and testify at court hearings; maintain accurate records; act as liaison between providers, social workers and the agency; investigate complaints of providers; monitor and evaluate providers to

ensure compliance with Federal, State and local laws and regulations governing safe operations; assist in reviewing inspection reports; certify and recruit new providers; investigate complaints of providers; prepare and conduct licensing conferences and hearings; arrange for and provide various training sessions for providers; serve as an on-call worker; respond to calls from police, sheriff, hospitals, parents and/or foster parents related to child or older adult issues; evaluate children, adults and families in their homes after business hours.

**Qualifications**

MSW or working on a Master’s degree in Social Work  
or

Bachelor’s degree in Social Work,

**Preferred Qualifications:**

Master’s degree in Social Work  
Ohio Social Work license or license eligible  
Adoption Assessor training

**Additional Requirements**

Must successfully undergo BCI background check  
Successfully complete an alcohol and drug screening  
Possess a valid Ohio Driver’s License  
Provide proof of eligibility to work in the United States

**Inherently hazardous or physically demanding working conditions:**

May encounter irate clients or individuals; may have some exposure to environmental factors (e.g., cold, excessive heat, noise, fumes, dirt, contagious diseases, unsanitary conditions, insect infestation, bodily wastes, odors, common office chemicals, such as toner and correction fluid); may involve lifting up to 40 pounds (i.e., children, car seats, supplies).

Protective Services Worker 2 P.C.N. 30502.0

<b>List Position Numbers and Class Titles of Positions directly supervised:</b>	<b>Signature of Agency Representative:</b>	<b>Date:</b>
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