

Medina County Job and Family Services

Position Description

Division:	Social Services
Unit:	Family and Children=s Services
Supervisor:	30500.0

Classification:	Protective Services Wkr 1	Working Title:	Protective Services Worker 1
Class Number:	30131-Medina	Position Control Number:	30591.0
Status:	Bargaining	Pay Range:	28

Summary of Essential Duties

Under the direction of the unit Supervisor, works with families, children and adults. May accept referrals of abuse/neglect and dependency. as well as work with clients on an ongoing basis. Assists families in improving their financial and social environment, and works for the protection and safety of children and adults. The Protective Service Worker 1 is under the direct supervision of the unit supervisor or a senior Protective Services Worker 2 when completing all tasks.

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 and agency policy pertaining to protective services.
5. Screens incoming abuse/neglect referrals on adults and children.
6. Under the direction of the unit supervisor or the leadership of a senior Protective Services Worker 2, conducts limited investigations of child/adult abuse and neglect.
7. Conducts culturally sensitive interviews with families and children for assessments, information gathering, community advocacy and conflict resolutions.
8. Completes all necessary procedures and paperwork as defined by ODJFS rules and regulations, State and local laws and agency policy (i.e., Risk Assessments).
9. Completes all correspondence, case records and all required case and statistical reports. Enters data into computer programs used by the agency.
10. Develops positive, trusting and helpful relationships with the families and demonstrates understanding of the family=s strengths and coping skills and an ability to assess them.
11. Writes strengths-based, family-centered case plans for each family assigned, and review with family at least monthly, keeping objectives current and applicable.
12. Maintains contact with families, care givers and children through home visits, letters and

- phone calls per agency policy.
13. Understands the court process and 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.
 14. Knows and regularly accesses agency and community resources for families.
 15. Keeps current on training requirements, attends required meetings and shares gained information with co-workers.
 16. Transports children as needed.
 17. Provides unit coverage as scheduled or when needed.
 18. Carries a pager according to agency policy.
 19. Meets all job safety requirements and all applicable OSHA safety standards that pertain to job duties.
 20. Performs other duties as assigned.

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 including providers (i.e., day care); community services; intake procedures; intake procedures and ongoing Social Worker practices; interviewing skills for both children and adults; practices and procedures for removing adults/children from the home (i.e., paperwork, notifications, legal documents, court procedures); office practices and procedures; Practice Standards Manual; Administrative practices; procedural guidelines governing the management of social Services cases set by the State of Ohio; documentation required to meet procedural deadlines; report writing and requirements; on-call status and procedures; evaluation methods involving children, adults and families; internal and external committees; public education programs related to the abuse or neglect of children and older adults; training and developmental practices; Administrative/office practices involving setting up public education programs.

Skills in: Organization; writing (e.g., legal documents); word processing skills; operation of computers and agency computer systems; public speaking; oral communication; typing; interviewing; assessment.

Ability to: Under direct supervision perform limited intake and ongoing casework duties with children, older adults and families; share information and facts concerning the abuse/neglect of children and/or older adults; complete, modify and amend case plans with supervision; prepare and complete all required paperwork as mandated by the agency, State or Federal regulations; 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; serve as on-call worker, responding to calls from Police, Sheriff department, hospitals, parents and/or Foster Parent related to child or older adult issues; evaluate children, adults and families in their homes after business hours; operate a motor vehicle.

Qualifications

Bachelor=s degree in Social Work, Psychology, Sociology, or Behavioral Science as a major, or Education or Criminology with a minor in Social Work, Psychology of Behavioral Science.

or

Preferred Qualifications:

Master=s degree in Social Work, Psychology, Sociology or other Behavioral Science,

Ohio Social Work license,

One year paid experience working in the field of social work or related behavioral science field.

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 1 P.C.N. 30591

List Position Numbers and Class Titles of Positions directly supervised:	Signature of Agency Representative:	Date:
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