

Job Description and Minimum Qualifications

Children Services Division – Social Services Worker 2 - Caseload

This worker will have the non-specific responsibilities of Investigation, interviewing and information gathering related to Alternative Response/Traditional Response caseload of the Intake Unit. Investigations into alleged child abuse & neglect complaints. Interviews with the adult subject of a report, parents, children & other appropriate persons in or out of the home. Collects information, takes photographs, makes collateral contacts, gathers & documents information in the case records that supports disposition. Assesses risk to child, makes appropriate recommendations based on risk assessment. Identifies relative supports. **May** have to testify in court regarding findings during the investigation. **May** file charges on behalf of children. Works with families & public to prevent child abuse & neglect. Provides intensive counseling to children and families. Removes children from home when necessary. Carries a caseload of Traditional and Alternative response cases depending on the caseload trends and CS Division requirements. On call for emergencies pertaining to investigations.

Establishes and maintains a working relationship and cooperation with other community resources, schools; provides written reports to & testifies in Juvenile court & other courts as needed. Maintains case records & completes necessary documents; evaluates progress of client and makes appropriate recommendations.

Minimum Qualifications for SSW 2

Minimum Qualification for Social Service Worker 2 For Children Services Caseworker Positions

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 services-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 occupations" rests with the employing agency.

Per Section 5153.122 of the Ohio Revised Code, each caseworker shall complete at least 102 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 a valid driver's license.

Additional Position Specific Minimum Qualifications: Social Service Worker 2 in the Children Services Caseworker Positions which are responsible to maintain a caseload (SSW 2 – Caseload) will be required to have a bachelor's degree in human services-related studies, or a bachelor's degree in any field and have been employed for at least two years in a human services occupation.