

Title: **Ongoing Caseworker 2**

Classification: Child Welfare Caseworker 2 # 06012

Immediate Supervisor: Ongoing Services Unit Supervisor

Positions Supervised: None

Overtime: Non-Exempt

Under general direction of the Ongoing Services Unit Supervisor, the Ongoing Caseworker 2 is responsible for provision of case management, case planning, and direct intervention services to a caseload of families and children in need of protective service intervention for child abuse, child neglect, dependency and sexual abuse.

PROTECTIVE SERVICES DUTIES

- * Provides casework services to families in which children may be dependent, neglected or abused; secures protection for children from potentially abusive environments; visits foster homes ensuring proper care of children.
- * Assesses risk to children, family functioning and available supports in order to establish a plan for services which ameliorates the conditions which place children at risk.
- * Implements services which promote family preservation, placement stabilization, family reunification, concurrent planning, and permanency for children.
- * Provides in-home supportive services, education, counseling, resource linkage and referral, advocacy, and other social service interventions to families and children.
- * Plans and coordinates service delivery which reflects the standards of best practice, cultural competence, client advocacy and community needs.
- * Supports and develops team approach in working with birth families, kinship caregivers and foster families. Enable families and children to utilize appropriate community resources.

- * Conducts kinship/non-relative search and expands on the genealogy information in order to potentially identify families willing to provide assistance to the family, alternative placement through; safety plan, kinship placement and or adopt the child in permanent custody.

- * Contributes to decision making for the matching of children with their kinship/foster home. Responsible for the coordination of placement including pre and post placement activities.
- * Provides services to children in kinship, foster home, group home, or residential treatment facility substitute care and coordinates service planning with substitute care parents, provides supportive services education, counseling, and resource linkage to substitute care families.
- * Develops and/or maintains constructive relationships with other agencies involved with children and families.
- * Maintains contact with service team members i.e. treatment specialist, school, and hospital. Provides services to caregivers which maintain children in their placement while supporting and facilitating timely reunification; provides an alternative permanent plan as a last resort.
- * Performs required record keeping functions and required paperwork; prepares written assessment reports, case reviews, dictation and related documentation as required.
- * Pursues permanent court commitment and commences planning for adoption or other permanent substitute care for children who cannot be returned to their natural families. Initiates legal proceedings; coordinates family search with adoption caseworker; prepares child for move and facilitates placement. Provides follow-up services to child in adoptive placement when determined to be appropriate.

ADOPTION SERVICES

- * Assures that a thorough Social and Medical History, ODJFS 1616 has been completed.
- * Completes the documents required by the Child Study Inventory (ODJFS 1685).
- * Arranges appropriate mental, physical, education assessment to determine child's special needs. Has an in-depth knowledge of the child and his/her needs so that these children may be clearly shared with the potential adoptive family and adoption assessor.
- * Prepares the Adoption case within SACWIS and participates in initial adoption planning/case transfer meeting with Placement services caseworker. Participate in case transfer home visit with child and caregiver to assist them with the case transfer and adoption planning.
- * Performs other related duties as required, including on-call, after hours, emergency services according to schedule, attending staff meetings, unit meetings, briefings, supervision conferences, case conferences, workshops, in-services training session and meetings.

- * Annually provides four hours of service to agency sponsored/supported events.
- * Performs other activities deemed necessary and/or appropriate by immediate supervisor and/or Executive Director.

QUALIFICATIONS

Bachelor's Degree in Social Work or related field. Valid Ohio driver's license, state minimum vehicle insurance and acceptable driving record. An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.

- * Demonstrates an ability to work within various computer software programs, such as Microsoft Windows, Access, Excel and PowerPoint and state-wide tracking information systems.

WORKING CONDITIONS

Position requires frequent travel within the state of Ohio. Ability to occasionally lift and/or transfer up to forty (40) pounds. May be required to work a flexible schedule, including evenings and weekends. May be exposed to dangerous or threatening working conditions requiring the ability to respond appropriately.

- * *Denotes an essential function of the job*

Effective Date:	Reviewed Date:	Revision Date:	Next Review:
7/93	1/99, 5/01,6/03, 6/06, 01/09	10/99, 3/04, 12/06, 01/09, 05/21	01/11, 05/23