

Title: **Placement Services Caseworker 2**

Classification: Child Welfare Caseworker 2 # 06012

Immediate Supervisor: Placement Unit - Casework Supervisor

Positions Supervised: None

Overtime: Non-Exempt

Under general direction, the Placement Services Caseworker 2 is responsible for maintaining program activities in the area of foster care and adoption.

FOSTER CARE DUTIES

- * Performs all foster care certification and recertification home studies and submits completed materials to Ohio Department of Human Services to effect licensure.
- * Maintains listing of available foster homes and documents information regarding individual family capabilities; participates in matching conference with casework staff to effect appropriate placement of children needing family foster care.
- * Serves as liaison and agency representative to Foster Parents; assists foster parents with problems regarding licensure, board rates, clothing needs of children, and other home maintenance activities.
- * Arranges appropriate training opportunities for foster parents.
- * Effects necessary activities for implementation of IV-E program.
- * Arranges for supportive services for foster care providers.

ADOPTION DUTIES

- * Performs adoptive home studies for Marion agency families. Registers and updates approved families with OAPL.
- * Attends regional adoption meetings. Serves as agency liaison with other child placement agencies. Reviews adoptive home studies submitted by other placing agencies for Marion agency children.
- * Maintains listing of available adoptive families; participates in matching conferences with casework staff to effect appropriate placement of children into adoptive families.
- * Mails fliers received from other counties of children available for adoption.

- * Completes and submits family applications for adoption subsidy.
- * Organizes and implements recruitment campaigns for foster and adoptive families. Arranges and conducts informational/educational group meetings and provides appropriate application materials and instructions.
- * Maintains foster home case records, including summary dictation, certification materials, and running records of children in placement; maintains adoptive family case records including home study and all supporting documentation.
- * Provides post adoptive services as regulated after adoption.

Attends staff meetings, staff training, regular individual supervisory conferences, and other agency or community meetings.

- * Testifies to children's adoptability through Juvenile Court when appropriate.
- * Participates in matching of children to appropriate adoptive families; jointly with child's caseworker effects the adoptive placement.
- * Provides follow-up services to children and families to resolve problems and to effect finalization of the adoption.
- * Provides on-call, after hours, emergency services according to schedule.
- * Demonstrates an ability to work within various computer software programs, such as Microsoft Windows, Access, Excel and PowerPoint and state-wide tracking information systems.

* Attends staff meetings, unit meetings, unit briefings, regular supervisory conferences, agency committees and staff training.

Annually provides four hours of service to agency sponsored/supported events.

- * Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions.
- * Plans and coordinates service delivery which reflects the standards of best practice, cultural competence, client advocacy and community needs.
- * Performs additional duties and assignments, as required.

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 and state-wide tracking information systems.

WORKING CONDITIONS

Position requires frequent travel within the agency. 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	01/11