

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, the Ongoing Caseworker is responsible for provision of case management, case planning and direct intervention services to families and children in need of protective service intervention for child abuse, neglect, dependency and family in need of services.

PROTECTIVE SERVICE DUTIES

- * Plans and coordinates service delivery which reflects the standards of best practice, cultural competence, client advocacy and community needs.
- * Develops plan for service intervention to address safety and risk factors. Involves family in development of intervention plan whenever possible.
- * Provides in-home supportive services, education, counseling, resource linkage and referral, advocacy, and other social service interventions to families and children.
- * Provides services to children in the agency's custody and coordinates service planning, provides supportive services, education, counseling, and resource linkage.
- * Maintains contact with service team members and ensures services which promote placement stabilization for children.
- * Ensures timely medical, dental, and optical exams for children in foster care as prescribed by the Ohio Administrative Code.
- * Reviews Critical Incident reports and completes necessary placement reviews and decisions.
- * Contributes to decision making for the matching of children with their foster homes, including coordination of pre and post placement activities.
- * Arranges appropriate mental, physical, education assessment to determine child's individual needs. Maintains an in-depth knowledge of child's needs.

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

* Develops case plans for all children/families and monitors implementation progress of plans, including Independent Living Services.

* Provides reunification services to children in care and their families. Maintains family contact through regular and planned visitations of parents with their children; prepares children and parents; provides supportive follow-up services to maintain in-home placement of children. Attempts to locate relative or friend of family placements when reunification is not possible.

* Ensures appropriate court petitions are filed and testify at corresponding hearings when necessary.

* Assures that a thorough Child Study Inventory (ODJFS 1685) and Social and Medical History (ODJFS 1616) has been completed and maintained in the case file.

* Performs required record keeping functions and required paperwork; prepares written assessment reports, case reviews, dictation and related documentation as required.

MISCELLANEOUS DUTIES

* Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions.

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

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

* Provides on-call, after hours, emergency services according to schedule.

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 applications and state-wide tracking information systems.

WORKING CONDITIONS

Position requires frequent travel within the state of Ohio. Ability to 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, 05/26	05/28