

Title: **Family Support Services Caseworker**

Classification: Child Welfare Caseworker 2 # 06012

Immediate Supervisor: Family Support Services Unit Supervisor

Positions Supervised: None

Overtime: Non-Exempt

Under general direction of the Family Support Services Unit Supervisor, the Family Support Services Caseworker 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**

- \* Serves children age 13 and younger or serves adolescent children who do not regularly display unruly or delinquent behavior, in their own homes or in substitute care.
- \* Performs comprehensive risk assessment of family needs and problem areas.
- \* Develops plan for agency intervention. 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 foster home, group home, relative 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.
- \* Provides reunification services to children in care and their families. Develops timely reunification plans. Maintains family contact through regular and planned visitations of parents with their children; prepares children and parents for return placement home; 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.
- \* 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.

\* Maintains family case records, including case notes, social history, record of activities, case plans, family risk assessments, annual reviews, and other required forms.

### **ADOPTION DUTIES:**

\* Assures that a thorough Social and Medical History, ODJFS 1616 has been completed.

\* Completes the documents required by the Child Study Inventory (ODJFS 1685).

\* Continues kin/relative search and expands on the genealogy information in order to potentially identify families willing to adopt the child in permanent custody.

\* 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.

\* Prepares children for adoptive placement. Works with the child directly on separation and loss issues as well as attachment and bonding issues. Arranges additional assessment and therapeutic preparation services related to adoption when appropriate.

\* Assures that every child available for adoption on their caseload is reviewed no less than every eight weeks in the MCCSB Custody High Risk and Adoption Review Team (CHART) meetings in order to demonstrate continued work on adoption home finding. If potential adoptive home studies are available for the child, these will be reviewed at the meeting, if not, brainstorming about what must be revised or added to the child specific adoption recruitment plan.

\* Serves as agency liaison with other child placement agencies for children on their caseload available for adoption. Reviews adoptive home studies submitted by other placing agencies for Marion agency children.

Assures the development and implementation of child specific recruitment campaigns for adoptive families.

\* Prepares adoptive child flyers every six months and sends these to all eighty-eight counties, private adoption networks, and other appropriate agencies and individuals.

\* Obtains pictures of the child no less than every six months, updates the summary description of the child and submits the information to the OAPL Coordinator for posting on the AdoptOhio website, the MarionKids.Com website and on other national adoption websites.

- \* Requests match lists through SACWIS. Arranges with OAPL Coordinator the registration of the child with other adoption homefinding agencies including, but not limited to, Spaulding, Lutheran Social Services, Adopt America, etc.
- \* Participates in matching conference with agency staff, service providers and others significant to the child to effect appropriate placement of children on their caseload into adoptive families.
- \* Matches children to appropriate adoptive families and effects the adoptive placement.
- \* Schedules and facilitates interviews of potential adoption families.
- \* Provides pre-finalization adoption services to the child and family including but not limited to casework counseling and case management. Arranges for other necessary services.

Prepares adoption finalization reports for probate court on children in adoptive homes on their caseloads.

Testifies at adoption finalization hearings.

### **OTHER DUTIES:**

Serves as agency liaison with other child placement agencies for children on their caseload

- \* Attends court hearings and testifies; file petitions requesting temporary or permanent court custody.
- \* Serves as liaison with other community agencies providing direct services to clients on caseload; coordinates service planning and provision with those agencies.

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

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

\*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.

- \* Plans and coordinates service delivery which reflects the standards of best practice, cultural competence, client advocacy and community needs.

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

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, Access, Excel and PowerPoint 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

[Return to Job Listings](#)