

**MIAMI COUNTY**  
An Equal Opportunity Employer  
**POSITION DESCRIPTION**

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|                          |                            |                              |   |
|--------------------------|----------------------------|------------------------------|---|
| <b>Agency:</b>           | Children's Services Board  | <b>Employee Name:</b>        |   |
| <b>Class Title:</b>      | Child Welfare Caseworker I | <b>Position Title:</b>       | CW Caseworker I<br>Alternative Response |
| <b>Class Number:</b>     | 17311                      | <b>Position Number:</b>      |   |
| <b>Dept./Div.:</b>       | Children's Services        | <b>Civil Service Status:</b> | Classified                              |
| <b>Unit:</b>             | Intake                     | <b>Employment Status:</b>    | Full-time                               |
| <b>Reports to:</b>       | Child Welfare Caseworker 3 | <b>FLSA Status:</b>          | Non-exempt                              |
| <b>Pos. # of Supvr.:</b> |                            | <b>Pay:</b>                  | Resolution                              |

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**QUALIFICATIONS:** An example of acceptable qualifications:

Completion of bachelors degree in related field.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess a valid Ohio driver's license.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive.

Automobile, computer, printer, telephone, facsimile machine, copy machine, cellular phone.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

1. (1910.151) Medical and First Aid.
2. (1910.176) Handling material and supplies. (Includes mechanical handling equipment, the manner in which things are stored, and housekeeping.)
3. (1910.1025) Lead.
4. (1910.1030) Human blood and other body fluids.

**GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE**

The employee:

5. works in proximity to the use of firearms.
6. has contact with potentially violent and emotionally distraught persons.
7. has exposure to potentially vicious animals.
8. has exposure to life threatening situations.
9. has exposure to hot, cold, wet, humid, or windy weather conditions.

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- 10. has exposure to hazardous driving conditions.
- 11. may perform duties outside of normal work hours.
- 12. has exposure to second-hand smoke.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

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(Approval of Appointing Authority)

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(Date)

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(Employee Signature)

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(Date)

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**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

JOB DUTIES in order of importance

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

65% (1) Work with families at risk of child maltreatment, screened in to alternative response pathway, as partners to identify family strengths, needs, and risks or concerns that are interfering with child safety, healthy child development, and/or family stability and well-being. Use standardized tools and protocols to assess and document safety and risk. Create individualized service plans and/or case plans with identified goals in partnership with family and build objectives toward achieving goals. View family strengths and needs holistically and make appropriate service and support recommendations based on assessments and established goals. Facilitate family's ability to meet goals through engagement, communication, support, and connections to services. Implement crisis intervention as needed; may require work during non-traditional hours.

Knowledge of: (133), (143), (263),\* (351), (381), (422), (510), (515), (516), (532)  
Skill in: (958)  
Ability to: (611), (614), (652), (654), (661), (684), (745), (746)

25% (2) Completes mandated paperwork; develops family service plan, safety assessments and family assessments; maintains activity logs in SACWIS; completes monthly caseload report; organizes and maintains case files; completes safety assessment and family assessment within CAPMIS timelines, as mandated; completes custody packets, as needed; completes computer forms.

Knowledge of: (263),\* (422), (510)  
Skill in: (905), (910)  
Ability to: (611), (614), (652), (654), (657), (661), (684), (724), (745)

10% (3) Performs miscellaneous duties; participates, as requested, on agency committees; attends training, as mandated; attends and participates in Unit and general staff meetings; provides transportation, as needed; supervises visits at the agency, when necessary; remains available 24 hours per day, seven (7) days per week to service own caseload; safeguards confidential information at all times; performs other duties as assigned. (Includes possible initiating of traditional response cases, if necessary.)

Knowledge of: (122), (263)\* (381), (406), (422), (510)  
Skill in: (905), (910)  
Ability: (611), (614), (652), (654), (657), (661), (683), (684), (724), (745)

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(4) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions; must demonstrate regular and predictable attendance.

**OTHER DUTIES AND RESPONSIBILITIES:**

Performs other related duties as required.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\* indicates developed after employment)

**Knowledge of:** (122) interviewing; (133) client training and development; (143) intake procedures; (263) departmental policies and procedures;\* (351) investigation techniques; (381) public relations; (406) court filing procedures; (422) records management; (510) case management; (515) social services policies, programs, rules, and regulations; (516) federal and state coding standards; (532) sanitary practices.

**Skill in:** (905) computer operation; (910) use of modern office equipment; (958) motor vehicle operation.

**Ability to:** (611) define problems, collect data, establish facts, and draw valid conclusions; (614) exercise independent judgment and discretion; (652) complete routine forms; (654) prepare accurate documentation; (657) compile and prepare reports; (661) use proper research methods to gather data; (683) conduct effective interviews; (684) communicate effectively; (724) maintain records according to established procedures; (745) develop and maintain effective working relationships; (746) resolve complaints.

**POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:**

None.

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Signature of Agency Representative

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Date