

# Medina County Job and Family Services

## Position Description

|                    |                                       |
|--------------------|---------------------------------------|
| <b>Division:</b>   | <b>Social Services</b>                |
| <b>Unit:</b>       | <b>Family and Children=s Services</b> |
| <b>Supervisor:</b> | <b>30200.0</b>                        |

|                        |                                 |                                 |                                 |
|------------------------|---------------------------------|---------------------------------|---------------------------------|
| <b>Classification:</b> | <b>Social Service Case Aide</b> | <b>Working Title:</b>           | <b>Social Service Case Aide</b> |
| <b>Class Number:</b>   | <b>30129-Medina</b>             | <b>Position Control Number:</b> | <b>30206.0</b>                  |
| <b>Status:</b>         | <b>Part-time</b>                | <b>Pay Range:</b>               | <b>24</b>                       |

### Summary of Essential Duties

**Under the direction of the unit Supervisor, provides in-home parental support and parenting education; monitors and documents supervised family visits; provides transportation to families; assists with other child placement activities and assists with clerical/support services.**

### Functions of the Position

1. Is familiar with and functions in accordance with the classification specifications and agency policies and procedures.
2. Presents self in a professional and culturally sensitive manner to co-workers, staff, other agency personnel and the public.
3. Returns phone calls and correspondence in a timely manner, adhering to agency policy and time frames.
4. Demonstrates knowledge of ODJFS rules, state regulations, local laws and agency policy pertaining to protective services.
5. **Transports children and other family members to and from the agency, foster homes, medical appointments, schools, family visits or other venues as needed.**
6. **Monitors and documents supervised family visits in the office or at venues to be decided by social worker or legal staff.**
7. Provides other placement activities (i.e., obtaining 5 day physical for child, assisting with placement at substitute care setting, purchasing emergency food, clothing and/or relative/kinship providers).
8. **Providing parental support and parenting education to the family of origin and/or relative/kinship providers.**
9. Assists with clerical support (i.e., compiles case records according to agency policy, completes miscellaneous correspondence, files records according to case status and agency policy, assures that basic supplies exist for the division).
10. **Keeps current on training requirements, attends required meetings and shares gained information with co-workers. Provides leadership and mentoring for other unit members regarding policies, procedures and resources.**
11. Meets all job safety erquiremetns and all applicable OSHA safety standards that pertain to

- job duties.
12. Performs other duties as assigned.

### **Knowledge, Skills and Abilities**

**Knowledge of:** Ohio Department of Job and Family Services rules and regulations; **Safety practices, Office practices and procedures, Office equipment (e.g., fax machine, copy machine, postage meter), Computer operations, Social Welfare issues, Agency departments and work units, Filing principles, Automobile operations**

**Skill in:** Oral communication; organization; operating machines (e.g., phone equipment, copier, fax, postage meter); word processing; written communication; operating a motor vehicle.

**Ability to:** Give or exchange facts or routine information, Answer routine questions/inquiries, Assist at other staff, Perform a full range of standard clerical assignments, Compile records, Maintain accurate records and logs, Complete forms, Arrange information alphabetically, Sort items into categories according to established methods, Use computers, Exert light to moderate physical effort with ability to lift 30 lbs., Monitor sensitive family visits

### **Qualifications**

**Completed Bachelor=s Degree or higher from an accredited institution**

or

**Completed Associate=s Degree or Junior Class standing from an accredited institution and one (1) year paid experience in a position requiring interviewing, communications, office practices, computer operations and customer relations in a governmental agency or private sector business**

or

**Pursuing a degree at an accredited institution and two (2) years paid experience in a position requiring interviewing, communications, office practices, computer operations and customer relations in a governmental agency or private sector business**

or

**Post secondary education and three (3) years paid experience in a position requiring interviewing, communications, office practices, computer operations and customer relations in a governmental agency or private sector business**

### **Additional Requirements**

**Must successfully undergo BCI background check**  
**Successfully complete an alcohol and drug screening**  
**Possess a valid Ohio Driver=s License**  
**Provide proof of eligibility to work in the United States.**

**Inherently hazardous or physically demanding working conditions:**

**May encounter irate clients or individuals; may have some exposure to environmental factors (e.g., cold, excessive heat, noise, fumes, dirt, contagious diseases, unsanitary conditions, insect infestation, bodily wastes, odors, common office chemicals, such as toner and correction fluid); may involve lifting up to 40 pounds (i.e., children, car seats, supplies).**

