

**WOOD COUNTY, OHIO
POSITION DESCRIPTION**

**POSITION: Protective Services Worker 3
DEPARTMENT: Job and Family Services**

**PAY GRADE: 7
STATUS: Classified, FLSA Non-Exempt**

PURPOSE OF POSITION

The purpose of this position is to conduct investigations of reports of abuse, neglect or exploitation of adults and children, to assess the need for ongoing services with adult or families, and to provide comprehensive services to prevent, correct or discontinue condition or acts resulting from abuse, neglect or exploitation.

ESSENTIAL FUNCTIONS

In addition to consistent and reliable attendance, the following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Refer to the Comprehensive Position Questionnaire (CPQ) for this position for percentages of time.

Assesses the overall safety of children and adults; conducts phone and in-person meetings with clients at the agency or in a public place; performs scheduled and unannounced home visits and at least one monthly face-to-face home visit with clients; conducts thorough home assessments by assessing the physical safety of a kinship home.

Responds to reports of abuse, neglect or exploitation; investigates situation, conducts interviews, and assesses safety and environmental hazards; calms irate adults and/or family members; requests emergency removal of individuals and places them in foster placement as needed; responds to after- hour emergency calls during on-call rotation.

Gathers information and fully documents all contact with clients, providers, relatives, law enforcement, Prosecutor's Office and/or others related to the case; completes applications; performs interviews; enters various case information into information databases; completes case documents and reports.

Determines eligibility of families participating in foster care system; initiates contact with families interested in becoming foster/adoptive parents; conducts safety audits; obtains references; ensures home meets requirements to certify a family as a foster home; performs home visits to monitor ongoing compliance.

Assist with emancipated youth cases; reviews available services; completes emancipated youth plans; meets with youth as needed to ensure maintenance of self-sufficiency; assists with obtaining and completing job applications; registering for classes, budgeting, etc.

Communicates with community resources to verify services and to assess the need for additional referrals; communicates with walk-ins to take Adult Protective Services reports and listen to concerns; files complaints; arranges for and coordinates all protective services; completes and directs referrals to the Prosecutor's Office, Probate Court and other agencies; communicates with providers; makes referrals.

Provides community outreach and education to local agencies, organizations and the general public; networks with other agencies/providers to learn about programs; trains new employees on all aspects of the job; assists with planning and implementation of agency functions; conducts presentations; recruits families to be foster/adoptive parents; conducts and coordinates trainers.

Attends and testifies at meetings and court hearings.

Transports clients to and from visitation with their children and appointments; travels in and out-of-state to accompany clients entering or exiting agency custody.

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MINIMUM QUALIFICATIONS

Bachelor's degree in social science or behavioral science (degree in social work preferred) or any equivalent combination of education, and experience that provides the requisite knowledge, skills, and abilities for this job. Valid driver's license required.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to perform mid-level data analysis including the ability to evaluate, audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction: Requires the ability to provide counseling, solve more complex problems, persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Verbal Aptitude: Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as financial statements, bargaining contracts, statutes, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; may require the ability to perform mathematical operations with fractions.

Functional Reasoning: Requires the ability to apply principles of influence systems such as supervision. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and judgmental criteria.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a personal computer and other office machines, and/or related materials used in performing essential functions.

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling materials of moderate weight. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Requires the ability to recognize and identify similarities or differences between characteristics of colors and shapes associated with job-related objects, materials and tasks.

Environmental Factors: Tasks are regularly performed with some risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

Wood County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.