Preble County
Board of Commissioners
101 East Main St., Eaton OH 45320
Phone: (937) 456-8143 commissioners@prebco.org Fax: (937) 456-8114

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JOB POSTING
SOCIAL SERVICE WORKER 2

The Board of Preble County Commissioners will accept applications for the full time, FLSA non-exempt, classified position of a Social Service Worker 2. Interested individuals may obtain a position description which outlines the responsibilities of this position including qualifications and duties. The pay range for this position starts at $15.89 per hour.

This position is a Children Services Case Worker position and will work in the field with families who require support and/or intervention to provide a safe and stable environment in the home. Will also respond to calls concerning adults 60 and over who are in situations of abuse, neglect or exploitation. Well qualified applicants must have a bachelor’s degree in a human service field. Experience in case management preferred.

Applications and job description may be obtained in the Preble County Commission Office/1st Floor – 101 East Main Street, Eaton, Ohio 45320 between the hours of 8:30 a.m. to 4:00 p.m., Monday through Friday. This ad is also published on the Preble County Commission’s website www.prebco.org under employment opportunities. Preble County is an Equal Opportunity Employer.

AN EQUAL OPPORTUNITY EMPLOYER
**POSITION DESCRIPTION**

**POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR**

40000.0 SOCIAL SERVICE SUPERVISOR 1 or ER Supervisor 2

**OVERTIME**

- Eligible
- Exempt

**If FLSA Exempt, exemption type:**

**BARGAINING UNIT:**

**NORMA LWORKING HOURS (Explain unusual or rotating shift):**

**FROM:** 7:30 PM **TO:** FLEX TIME

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**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

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<th>%</th>
<th>Job Duties in Order of Importance</th>
<th>Knowledge, Skills &amp; Abilities</th>
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| 60 | Investigates & provides intensive counseling of suspected cases of child/adult abuse and/or neglect and substantiates the validity of allegations; maintains case records, data and supportive material of suspected child or adult abuse/neglect cases; identifies/deals with problem areas which inhibit the physical and psychological growth of a child/adult; provides crisis intervention. Develops case plan for individual treatment; maintains responsibility for supervision of case plan objectives while case is open; assists families to prevent or remedy problems which may result in neglect, abuse or exploitation/delinquency of children; reviews case plan to accomplish current needs. Manages caseload of foster care and/or adoption assessment and placements. May manage a caseload of adult protective services cases. Meets procedural deadlines governing the management of social services cases set by the State of Ohio and ensures that this documentation is complete. Serves as an on call Social Service Worker (e.g. on weekends, holidays, after business hours.) May be assigned licensing foster homes, conduct home studies, seek adoptive placement for children in the permanent custody of the agency. | (1) Computer operations  
(2) Office practice & procedures  
(3) Federal State & Local laws, rules & regulations.  
(4) Public relations  
(5) Interviewing  
(6) Case management practices  
(7) Training & Development practices  
(8) Car seat installation and safety |
| 25 | Prepares assigned cases for administrative or judicial procedures as required. Compiles social history, prepares reports and home studies; handles correspondence to client families, court, community agencies, ETC. Establishes and maintains working relationship with other community agencies to provide continuity and networking of services; makes court appearance and handles speaking engagements. Attends staff meetings, workshops, ETC. Assists youth in making decisions regarding their future, including education, housing, employment, financial management, and other as required by the Independent Living Program. Processes and determines eligibility for NET transportation, TXP programs, KPIP, child care, including KPIP and child care providers. Processes email daily. | (1) Oral communication  
(2) Interviewing  
(3) Performing computer operations  
(4) Organization  
(5) Written Communication  
(6) Spreadsheets/databases  
(7) Conflict resolution  
(8) Operating a motor vehicle  
(9) Time management  
(10) Research,  
(11) Critical thinking |
| 15 | Attends training, conferences, meetings, related to job duties as assigned. Other Duties as assigned. May be assigned duties from lower level classifications. | (1) Work with others  
(2) Interpret Policies for Social Services  
(3) Make independent decisions  
(4) manage social service cases  
(5) Understand manuals  
(6) Interview others  
(7) Maintain accurate records  
(8) Maintain confidentiality  
(9) Work independently  
(10) Self-monitoring of time/work load |

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**JOB CODE**

30132

**SIGNATURE OF AGENCY REPRESENTATIVE**

**DATE**

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ADM 4107 R 10-08

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