

**PORTAGE COUNTY**  
**Job & Family Services**

**TITLE:** Social Service Worker 3 – Group Home – Part-time

**DIVISION:** Children Services

**WORKING HOURS:** Blend of Day, Afternoon, Midnight and Weekend Shifts and on call as needed. Work schedule drafted on a quarterly basis by JFS Director or designee.

**JOB OBJECTIVES:** Under the direct supervision of the Program Manager of the Group Home, responsible for behavior compliance and modification, clinical interventions, recreational activities and support for children residing in Portage Job and Family Services' group home in accordance with ODJFS licensing standards and Portage Job and Family Services policies.

**ESSENTIAL JOB FUNCTIONS:**

- Works to support the goals of each child as established in the Child Service Plan.
- Coordinates services with the assigned caseworker to implement and carry out individual and family case plan goals.
- Ensures the documentation and recording of daily behavior and activities of residents, including sleep logs, critical incident reports, police reports, medical files, visitation sheets, and other required reports, logs or communications.
- Ensures resident appointments are kept. Assists with the transportation needs of the residents.
- Maintains orderliness of work area. Oversees the execution of general housekeeping and laundry services for the home.
- Ensures the home is at an above-average level of cleanliness.
- Oversees the preparation of meals for the residents.
- Identifies and provides therapeutic opportunities and interventions to address treatment needs of residents.
- Supervises the recreation activities for residents, including dinners, picnics, trips, transportation, sports.
- Monitors chore charts and disburses allowances.
- Provides direct recreation instruction/interaction in both group and one-on-one sessions. Assists with off-grounds activities.
- Develops and maintains positive relations with community groups, such as YMCA, YWCA, churches, fraternal organizations and to other groups providing services and programs for residents.
- Maintains communications with residential staff to ensure continuity for children.
- Knows and meets ODJFS Rule Requirements.
- Participate in various agency required meetings (Family Team Meetings, Prosecutor meetings, Division meetings, Unit meetings, etc.)
- Keeps current in areas of responsibility by attending skill development conferences, seminars, or State-sponsored programs related to Federal, State laws, rules, and regulations.
- Testify in court proceedings and/or prepare and file court-required child welfare documents, as required.
- May provide training and service coordination on Independent Living Skills for youth ages 14 -17.

- May Monitor court-ordered supervised visits between child and family members.
- Demonstrate regular and predictable attendance.
- Operate a motor vehicle as needed to perform the essential functions.
- Other duties as assigned.

**NON-ESSENTIAL JOB FUNCTIONS:**

- May assist in training new employees.
- Perform other related Essential and Non-Essential functions as needed.
- May organize or participate in child/elder workshops.
- Make speeches to general public and social services agencies.

**I. JOB REQUIREMENTS**

**Systems:** Ability to operate computers for data input and retrieval; proficiency in Microsoft Windows, Microsoft Office and web browsers (Internet Explorer and Google Chrome), knowledge of CRIS-E, OIES, SACWIS, ODAPS, OWCMS, SETS, CFIS, MUNIS, MITS, BUY-IN, eGateway, eQuil, CCIDS, OCLQS, Time Force, Agency's Digital Imaging systems and other systems as required by program area responsibility.

**Equipment:** Incumbent operates equipment such as, but not limited to, the following: personal computer, printer, calculator, multi-functional copier, fax machine, shredder, cell phone, camera and children's car seats.

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies in the position.

- Adherence to Agency Policies – Adhere to the rules of the agency (i.e. take breaks/lunches when scheduled, clock in/out appropriately, conform to dress code policy).
- Attendance & Punctuality – Is consistently at work and on time; Arrive at meetings and appointments on time.
- Attitude & Demeanor – Exhibit a positive and supportive attitude, open and receptive to constructive feedback and direction, exhibit patience and able to control and regulate emotions.
- Communication Skills – Communicate clearly and informatively using multiple methods and forms of media. Present numerical data effectively.
- Customer Service – Manage difficult or emotional customer situations. Respond promptly and effectively to customer needs. Solicit customer feedback to improve service.
- Ethics – Treat people with respect. Keep commitments. Maintain confidentiality. Uphold organizational values. Work with integrity and maintain high standards of integrity.
- Independent Decision Making – Make correct decisions and stand behind decisions.
- Initiative – Volunteer readily. Undertake self-development activities. Seek increased responsibilities. Take independent actions and calculated risks. Look for and take advantage of opportunities. Ask for and offer help when needed.
- Interpersonal Skills – Focus on solving conflict, not blaming. Listen to others without interrupting. Keep emotions under control and use reason when dealing with emotional topics. Remain open to others' ideas and try new things.

- Professionalism – Approach others in a tactful manner. React well under pressure. Treat others with respect and consideration regardless of their status or position. Accept responsibility for own actions. Follow through on commitments; exercise common sense and good judgment about his/her appearance.
- Teamwork – Balance team and individual responsibilities to help accomplish work goals. Exhibit objectivity and openness to others' views. Give and welcome feedback. Contribute to building a positive team spirit. Put success of team above own interests. Able to build morale and group commitments to goals and objectives. Support everyone's efforts to succeed.
- Time Management – Demonstrate the ability to prioritize assignments & effectively schedule time. Complete assignments on time, generate work in an allotted time, and complete work in an accurate and thorough manner.

**Job Standards:** Candidates pursuing a degree in the medical or social service field will be considered. Bachelor's degree in Social Work, Human Development, or another social service field and/or 5 years of experience working in a licensed residential setting with children. Must possess a valid Ohio driver's license and maintain continuing eligibility under the existing County driver eligibility standards.

## **II. DIFFICULTY OF WORK**

Work consists of varied, non-standardized tasks requiring the knowledge of established policies, rules, procedures, and laws.

## **III. RESPONSIBILITY**

Supervisor provides general guidance allowing for the planning of procedures and methods to attain objectives. Errors in work may cause inaccuracies in reports or records resulting in affecting the work of others and affecting the safety and protection of children and elderly.

## **IV. PERSONAL WORK RELATIONSHIPS**

Incumbent has contacts with co-workers, other County employees, general public, law enforcement, court authorities, community agencies and schools. The purpose of these contacts is to coordinate departmental efforts and with other County departments and outside entities to help provide a safe environment and protective services for children and the elderly.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT**

### **Physical**

**Requirements:** Incumbent performs active work that may require lifting up to fifty (50) pounds occasionally. Ability to operate a motor vehicle.

**Physical Activity:** Incumbent performs the following physical activities: walking, standing, kneeling, crawling, bending, twisting, reaching above shoulders, reaching below knees, talking, hearing, driving and repetitive motions.

**Visual Activity:** Incumbent performs work where the seeing job is close to the eyes and far away. Peripheral and depth perception are also necessary; Ability to drive at night.

**Job Location:** Incumbent primarily works in an office environment with no exposure to adverse environmental conditions but frequently travels to locations with possible adverse environmental conditions.