

POSITION DESCRIPTION  
**FRANKLIN COUNTY CHILDREN SERVICES**

An Equal Opportunity Employer

<b>JOB CLASSIFICATION:</b> <i>Social Service Aide 2</i>	<b>DIVISION:</b> <i>Family Services</i>	<b>DEPARTMENT:</b> <i>Visitation</i>	
<b>WORKING TITLE:</b> <i>Social Service Aide 2</i>	<b>PCN &amp; CLASSIFICATION OF SUPERVISOR:</b> <i>Family Service Supervisor 1 or Child Welfare Casework Supervisor 2</i>		<b>JOB STATUS:</b> <i>Full-time or part-time (Flexible schedule)</i>
<b>CLASSIFICATION NO.:</b> <i>17322</i>	<b>PCN:</b> <b>PAY RANGE:</b> <i>12</i>		<b>REVISION DATE:</b> <i>9/2020</i>
<b>EQUIPMENT USED:</b> <i>Telephone; calculator; printer; fax machine; camera; car seats; Computer; copying machine; automobile/van microfiche.</i>			
<b>MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED:</b> <i>Ability to add, subtract, multiply and divide whole numbers and to read &amp; write simple sentences plus 1 course in interviewing (or 1 mo. exp.); or equivalent.</i> <b>PREFERRED:</b> <i>High school graduate; valid driver's license; de-escalation/restraint training, Mini MAPP training, separation and placement training; safety classes as developed and when applicable.</i>			
<b>PURPOSE:</b> <i>Employee, under the supervision of a Family Service Supervisor or Child Welfare Casework Supervisor, oversees, assists and monitors clients being served by the Agency; provides transportation and assures that needs of clients are met; provides assistance and support to caseworkers. The employee will help the agency achieve CFSR standards and help ensure delivery that focuses on Safety, Permanency and Well-being for the families served by the agency. Must demonstrate cultural awareness, sensitivity and competence throughout all aspects of job duties. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.</i>			
<b>JOB DUTIES:</b>			
75%	<i>Supervises/monitors visitation and completes documentation and necessary forms for visitation and records mileage; arranges and/or transports clients; orders clothing and food supplies for Intake, including requesting purchase orders and picking up supplies; provides emergency assistance to Intake service teams, including, but not limited to, grocery shopping, delivery of letters, walk-through's of homes, and linkage to community resources. When providing direct child care (child care room) – maybe required to feed and bathe children, laundry for infant/children as needed; inventory monitoring and stocking (food, supplies, clothing) and will report needed items to supervisor; coordinate, schedule and educate volunteer activities for the child care room. This may also include one-time request and filling in at the front desk at visitation as needed. Including one time runs, covering other roles such as receptionist at visitation window and covering for other SSA at other locations.</i>		
20%	<i>Provides basic childcare to children whose families are being serviced by the Agency. These services may include, but not limited to, interaction with children; monitors on-site and off-site visits to ensure appropriate behavior from the client; observe interaction between child and parent and reports signs of distress before or after a visit; monitor play area for cleanliness; supervise play areas; may be required to feed and bathe children, when necessary; responsible for cleaning play and visitation areas after each shift; report and remove all broken toys and furniture from play and visitation areas and provide feedback to supervisor when replacement items are needed.</i>		

*Social Service Aide 2*

*Page 2*

*Participates in staff meetings, conferences, workshops and training sessions to remain current on human service practices.*

*Performs other related duties as assigned.*

5%

***\*Employee could be expected to work at any time during a 24-hour period, including holidays, should the need arise to protect children.***

5%

List no. of positions and Class Titles of positions supervised

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date