

**Franklin County Board of Commissioners  
Classification Specification & Job Description**

<b><u>CLASSIFICATION TITLE:</u></b> Social Program Developer Working title: Human Services Outreach Specialist	<b><u>CLASS NUMBER:</u></b> 30401	<b><u>FLSA:</u></b> Non-Exempt
<b><u>AGENCY/DIVISION:</u></b> Job and Family Services	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 180
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY GRADE:</u></b> N14	<b><u>POSITION CONTROL #:</u></b>
<b><u>POSITION LOCATION:</u></b> 373 South High Street, Columbus, Ohio 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday - Friday 8:00 AM – 5:00 PM (some evenings and weekends)	<b><u>SUPERVISOR (PCN):</u></b> Administrative Officer
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Social Program Developer classification is to plan, develop, and implement plans and projects to increase linkages and collaborative efforts between the agency, community agencies and organizations, businesses, sponsors, contracts, and other stakeholders.

**JOB DUTIES:**

Plan, develop and implement community outreach, liaison, and collaborative activities, projects and services to clients, community agencies, employers, and other identified groups. Identify, develop, and implement creative strategies to engage clients, staff, and community partners. Recognize barriers individuals or groups may have in accessing services; assist in coordinating efforts to address areas of concerns. Provide technical assistance, consultation, and information to staff and clients regarding agency programs and services. Develop and implement strategies to monitor effectiveness and impact of outreach and engagement activities. Maintain updated resource information for use both internally and externally.

Interview clients to assess needs and eligibility for services including: TANF, Disability Assistance, Medicaid, Food Assistance, HealthChek, Food Assistance Investigation and Prosecution, Medicaid Transportation, SSI Case Management, Senior Options, Meals on Wheels, Home Repair, At Risk Case Management Transportation, and/or Refugee Medical. Utilize Agency, State, Federal, and/or other resources to obtain and verify accurate and current information regarding the place of residence, source of income, assets, and other relevant information. Provide referrals and monitor linkage to appropriate community social services (e.g. housing, healthcare, food, employment, transportation). Provide ongoing case management and oversight. Analyze the appropriateness and effectiveness of case plans and services utilized by clients.

Prepare and deliver presentations to community organizations, and State and local agencies. Formulate meeting agendas and training curriculum. Review and evaluate programs to determine need for enhancements. Attend training and conferences related to Agency outreach activities. Prepare and maintain records, statistical charts, reports and proposal regarding outreach programs and services.

Support existing and future grant programs and applications in making appropriate connections, resource building, and planning activities. Assist in development of educational and marketing materials, prepare and give presentations, and other identified communication strategies for internal and external use. Maintain regular and predictable attendance.

Due to the nature of duties, work activities include work on some evenings and weekends.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of public relations; agency policies and procedures; social sciences. Skill in equipment operation. Ability to carry out instructions in written, oral or picture form; deal with problems involving several variable's in familiar context; define problems, collect data, establish facts and draw valid conclusions; originate routine business letters reflecting standard procedures; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; originate and/or edit articles for publication; gather, collate and classify information about data, people, or things; handle sensitive inquiries from and contacts with officials and general public; develop good rapport with inmates, program participants and/or recipients.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Any equivalent combination of relevant training and experience including but not limited to: Associate's degree in social work or other social services related field with five (5) years of social service or related experience.

**Additional Requirements**

Must meet background check requirements.

**Supervisory Responsibilities**

None required.

**UNUSUAL WORKING CONDITIONS:**

N/A

**Acknowledgement of Receipt:**

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date