

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

CLASSIFICATION TITLE: Social Work Assistant, Peer Educator	CLASS NUMBER: 70202	FLSA: Non-Exempt
AGENCY/DIVISION: Child Support Enforcement Agency	JOB TYPE: Full Time, Classified	PROBATION PERIOD: 180
BARGAINING UNIT: Non-Bargaining	PAY GRADE: N6	POSITION CONTROL #:
POSITION LOCATION: 80 E. Fulton Street Columbus, Ohio 43215	TYPICAL WORK SCHEDULE: Monday – Friday 8:00 AM – 5:00 PM	SUPERVISOR (PCN): Grants Administrator (080162)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:		

CLASSIFICATION PURPOSE:

The primary purpose of the Social Work Assistant position is to support the work of a team of case managers including assistance with public benefits, acquiring medical assistance and making appropriate referrals.

JOB DUTIES:

Plan, prepare, and present the No Kidding Ohio curriculum to attendees aged 13-24 in a variety of settings including in-person and online. Assist in the creation of videos, and online tools, and social media content using the No Kidding Ohio curriculum. Presentations may include the use of PowerPoint, videos, interactive games or polls, and surveys. Learn about and help in developing new strategies to keep participants engaged in presentations.

Collaborate with staff from other project sites throughout the state and country to identify best practices in engaging youth and young adults in prevention and engagement strategies, improving the No Kidding Ohio curriculum, and development of future training and programs. Utilizing spreadsheets or databases, track program inquiries and presentation outcomes. Follow up on general inquiries in a timely manner and assist assigned staff, and clients as needed. Represent the agency in training workshops, seminars, meetings, and events; engage other community partners with face-to-face contact.

Complete training in a variety of topics to increase job knowledge including: No Kidding Ohio curriculum, presentation skills, participant interaction and communication, paternity establishment, child support establishment, child support enforcement, healthy relationships, parenting, family engagement, human trafficking awareness, trauma-informed care, and Franklin County CORE classes.

Attend and actively participate in regular site and project-specific meetings, meetings with State and Federal program partners, and meetings with other grant-project sites. Take meeting notes and set task lists with expected dates of completion.

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. Skill in word processing; dictation; equipment operation. Ability to understand practical field of study; define problems, collect data, establish facts and draw valid conclusions; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; complete routine forms; maintain accurate records; gather, collect and classify information about data, people or things; answer routine telephone inquiries from public; resolve client complaints.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED with one (1) year office administration or clerical experience.

Additional Requirements

Must meet background check requirements. Grant funding stipulates age range of 18 to 24 and parent status as active.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

Required to work in various conditions and environments, such as classrooms, recreations centers, libraries, etc. Some schedule flexibility for occasional evening or weekend presentations and events is needed.

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