

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

<u>CLASSIFICATION TITLE:</u> Social Service Specialist	<u>CLASS NUMBER:</u> 70203	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Job & Family Services - Northland	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> New Hire: 180 Days Promotion: 120 Days
<u>BARGAINING UNIT:</u> OCSEA	<u>PAY GRADE:</u> O10	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 1721 Northland Park Ave, Columbus, OH 43229	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Social Service Supervisor (102340)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Social Service Specialist classification is to recruit, screen and certify in-home child care providers and ensure compliance with local, state and federal guidelines.

JOB DUTIES:

Screen in-home child care providers; provides information or assistance regarding in-home child care requirements, activities, forms, procedures, or other issues in person, by telephone, by email or other correspondence. Advocate for providers and child care programs throughout the community. Screen and processes provider applications. Review applications and documents for completeness and accuracy. Enter information into department database and forward to appropriate personnel. Conduct training classes for providers and employees of vendor agencies as needed, which may include non-traditional business hours to accommodate attendee.

Recommend licensure for in-home child care providers. Compile information required by local, state and federal guidelines from a variety of sources. Conduct personal interviews with providers, customers, or other individuals. Conduct home inspections during provider business hours and assesses programs for compliance with state law. Gather documents and information from law enforcement records, medical records, or other sources. Enters information in department database. Forward to appropriate personnel.

Ensure compliance with all local, state and federal rules and regulations regarding in-home child care providers. Monitor compliance through home inspections and regular contact with provider, provider’s customers and other individuals. Advise provider of violations and actions necessary to correct violations. Investigate complaints. Attend hearings and provides testimony and/or documentation regarding violations as necessary. Maintain related documentation in department database. Maintain regular and predictable attendance.

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; human relations; agency policy and procedures; government structure and process; interviewing. Skill in typing; word processing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; comprehend and record figures accurately; use statistical analysis; comprehend short sentences with basic, concrete vocabulary; copy records precisely without error; comprehend simple sentences with common vocabulary; copy material accurately and recognize grammatical and spelling errors; complete routine forms; maintain accurate records; make appointments; interview job applicants effectively; use proper research methods in gathering data; sort items into categories according to established methods; gather, collate and classify information about data, people or things; cooperate with coworkers on group projects; answer routine telephone inquiries from public; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Associate’s degree in early childhood education or related field is required; supplemented by two (2) years of experience in early childhood education, social services or related field.

Additional Requirements

Must maintain a valid Ohio driver’s license. 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