

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

<b><u>CLASSIFICATION TITLE:</u></b> Social Work Assistant	<b><u>CLASS NUMBER:</u></b> 70202	<b><u>FLSA:</u></b> Non-Exempt
<b><u>AGENCY/DIVISION:</u></b> Office on Aging	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 120
<b><u>BARGAINING UNIT:</u></b> AFSCME	<b><u>PAY GRADE:</u></b> A6	<b><u>POSITION CONTROL #:</u></b> Varies
<b><u>POSITION LOCATION:</u></b> 280 E. Broad St., 3rd FL., Columbus, OH 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Case Manager Supervisor (111810)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**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:**

Provide assistance to staff and clients in the planning and implementation of the Senior Options Program and community-based care services (e.g., assess client’s wounds and injuries, home conditions, safety, etc.). Refer client to community resources and services if they are in need of assistance (e.g., housing, financial assistance, crisis assistance, scheduling of appointments, monitoring of services received or provided, etc.).

Instruct and collaborate with other involved agencies in the provision of client care (e.g., physicians, housekeeping, local travel, personal hygiene, law enforcement, mental health agencies, adult day care, recreation, attorneys, dentists, hospices, etc.).

Perform clerical administration (e.g., computer use, telephone inquiries, working with documents, files, records, and reports, etc.). 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, 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**

No special license or certification is required.

**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