

5101:2-33-55 **Education and in-service training requirements for PCSA caseworkers.**

- (A) A public children services agency (PCSA) may hire a caseworker only if the applicant has the following educational or employment credentials:
- (1) Bachelor's degree in human services related studies;
 - (2) Bachelor's degree in any field and employment for at least two years in a human services related occupation;
 - (3) Associate's degree in human services related studies; or
 - (4) Employment for at least five years in a human services related occupation.
- (B) When a PCSA hires an applicant as a caseworker who meets the requirement of paragraph (A)(2), (A)(3), or (A)(4) of this rule the PCSA, at the time of employment, shall inform the applicant that in order to continue employment with the agency the applicant must obtain a job-related bachelor's degree no later than five years after the date employment with the agency commences. A caseworker who has already obtained a non-human services related bachelor's degree may pursue a master's degree in social work in order to comply with the provisions contained in this rule.
- (C) All caseworkers employed by the PCSA prior to October 5, 2000 are not required to comply with the educational provisions contained in paragraph (A) of this rule.
- (D) PCSA caseworkers, as defined in rule 5101:2-1-01 of the Administrative Code, shall, at a minimum, complete both of the following:
- (1) One hundred two hours ~~Ninety hours~~ of in-service training during the first year of the caseworker's continuous employment with the agency.
 - (2) Thirty-six hours of annual in-service training in areas relevant to the caseworker's assigned duties after the first year of continuous employment with the agency as a caseworker.
- (E) The PCSA may elect to offer initial orientation training on the agency and the community to newly hired caseworkers. If an agency offers initial orientation training, this does not count toward fulfilling the mandatory training requirements outlined in paragraph (D) of this rule. Newly hired PCSA caseworkers who participated in the university partnership program must complete an individual training needs assessment, attend training on legal aspects (not covered in UPP) and

at a minimum thirty-six hours of on going training (if the rest of their core requirement is waived by the PCSA director) in their first year of employment.

(F) During the first year of continuous employment a caseworker shall, at a minimum, participate in training courses that cover all of the following topics:

- (1) Recognizing and preventing child abuse and neglect.
- (2) Assessing risk to children.
- (3) Interviewing persons.
- (4) Reviewing and conducting assessments involving reports of child abuse and neglect.
- (5) Strength based intervention techniques.
- (6) Intervening with children and families.
- (7) Provision of services to children and families.
- (8) Other topics relevant to child abuse and neglect such as normal childhood development, cultural diversity, and separation and placement.

(G) PCSA caseworkers shall complete a minimum of twelve hours of domestic violence training within twenty-four months of the effective date of this rule or the effective date of hire, whichever is later. Training shall include but not be limited to all of the following:

- (1) Laws governing domestic violence, including all of the following:
 - (a) The definition of domestic violence under section 2919.25 of the Revised Code.
 - (b) Mandates of courts, law enforcement and health care professionals.
 - (c) Protection orders available to the victim under section 2919.26 of the Revised Code.
- (2) The dynamics of domestic violence and the relationship on other family

members within the household including children and the elderly.

- (3) The identification and assessment of domestic violence, including physical, behavioral, emotional and verbal indicators that a family or household member may be at risk of domestic violence.
 - (4) Safety planning for the victim of domestic violence and other family members within the household who may be at risk of abuse or neglect, including children and the elderly.
 - (5) Accessing supportive and preventative services through coordination with community service providers.
- (H) In order to comply with the training requirements set forth in paragraph (D)(1) of this rule, caseworkers shall attend the Ohio child welfare training program's "Child Welfare Caseworker Core."
- (I) The PCSA director may waive completion of one or more training course requirements when any of the following occurs:
- (1) A PCSA caseworker was previously employed by another PCSA or the same PCSA and completed one or more Ohio child welfare training program's "Child Welfare Caseworker Core" training courses within the past five years.
 - (2) A PCSA hires an individual who has completed the university partnership program as described in section 5153.122 of the Revised Code.
 - (3) A PCSA hires an individual who was a social work student intern, who completed the "Child Welfare Caseworker Core" as part of the internship.

When a waiver is granted the PCSA is responsible for providing in-service training to the caseworker on changes in policy and procedures which have occurred during the lapse in time the caseworker completed the course as part of the caseworker's one hundred two hours ~~ninety hours~~ of in-service training.
 - (4) A caseworker has documentation of completion of domestic violence training as outlined in paragraph (G) of this rule.
- (J) PCSA staff who supervise caseworkers are responsible for working with the caseworker to determine the caseworker's training needs and to ensure compliance with paragraph (D) of this rule. At a minimum of once every two years the caseworker and supervisor shall complete the JFS 01827 "Caseworker Individual

Training Needs Assessment (ITNA)" (rev. 9/2000) with the caseworker. Training needs shall be based upon all of the following:

- (1) Prior background and experience of the caseworker.
 - (2) Job duties and responsibilities of the caseworker.
 - (3) Competencies that the caseworker and supervisor identify which the worker needs to attain.
- (K) After reviewing a caseworker's training needs, the caseworker and supervisor shall identify the training/courses in which the caseworker will need to enroll. The PCSA may contact the Ohio child welfare training program's regional training center for assistance in identifying appropriate courses for the caseworker.
- (L) Ongoing in-service training requirements may be fulfilled by attending a variety of training events. These training events may include training offered by any of the following:
- (1) Ohio child welfare training program.
 - (2) Ohio human services training system.
 - (3) Ohio department of job and family services. Rules training may be counted toward meeting the continuing education training requirement as long as it does not exceed six hours of a caseworker's annual training requirement.
 - (4) Accredited colleges or universities when the course work is relevant to the caseworker's assigned duties when calculating in-service training hours through completion of courses offered by colleges or universities the PCSA shall use the number of semester/quarter hours the caseworker is awarded upon completion of the course by the college or university.
 - (5) Seminars, conferences and workshops.
- (M) The PCSA shall be responsible for all of the following:
- (1) Notifying their designated Ohio child welfare training program regional training center of new caseworkers hired by the agency in order for the regional training center to establish a training history of the employee.

- (2) Maintaining all employees' education and in-service training records, including college transcripts and documentation of compliance with all provisions of this rule.
- (3) Having the caseworker complete, on a annual basis, the JFS 01825 "Public Children Services Agency Training Record for Caseworkers" (~~rev. 4/2006~~) (rev. 9/2006) or enter the same information contained on the JFS 01825 in the agency's data base or a form developed by the PCSA.

Effective:

R.C. 119.032 review dates: 07/01/2011

Certification

Date

Promulgated Under: 119.03
Statutory Authority: 5153.122
Rule Amplifies: 5153.112, 5153.122, 5153.16, 5153.125
Prior Effective Dates: 8/1/87, 1/1/89, 12/15/95, 3/1/96, 1/1/97, 9/1/97,
4/1/01, 2/1/03, 7/1/06