

PHILLIPS COUNTY JOB DESCRIPTION

Position	Case Worker I Child Welfare and Adult Protection Services	FSLA Status: Non-Exempt
Department	Phillips County Department of Human Services	Salary Grade: SS-65
Primary Supervisor	Child Welfare Supervisor	Date Revised: December 31, 2014

GENERAL STATEMENT OF DUTIES

Positions provide intake and/or ongoing social casework services for a variety of Title XX program areas such as child abuse and neglect cases, youth-in-conflict cases, and adults unable to protect their own interests. May also provide ancillary services such as recruitment and supervision of foster and day care homes and the placement and monitoring of clients in foster and day care homes and institutions.

ESSENTIAL DUTIES

Conducts investigations of alleged physical abuse, neglect and parent-conflicts; determines if situation warrants placing children outside the home; supervises placement of children in foster care and coordinates parent/child visits; and determines when and if to recommend that children return to the home.

Develops effective case plans and provides counseling services to families regarding parenting skills, family problems, parent-child relationships and problems with the community. Assesses any new child abuse or re-abuse complaints and provides crisis intervention in these situations.

Provides intake assessment and evaluation, ongoing counseling services, and case planning to a variety of cases including family conflict and youth-in-conflict cases.

May provide intake assessment and evaluation, ongoing counseling services, and case planning to a variety of other cases including adults unable to protect their own interests.

Determines the need for recommending placement of clients into foster care; locates placement appropriate to client's needs; and monitors client's progress in placement.

Makes home visits with clients, organizes services such as homemaker, day care, financial assistance, health (physical and mental), legal and provides information on available services.

May provide other ancillary social casework services such as recruiting and certifying new foster home parents and conducting day care licensing studies and certifications. Monitors quality of care provided in foster homes.

Testifies in court on a variety of ongoing cases, makes recommendations to the courts on abuse and neglect cases, placement of children, guardianship of adults, and on custody investigations.

Develops and writes reports for appropriate documentation of case plans, recommendations, contacts, assessments, etc.; develops case file information; completes forms and computer work and writes correspondence.

All other duties as assigned by the Director or Supervisor.

RESPONSIBILITIES

Detailed instructions are often received from the supervisor normally when cases are assigned and during the progress of cases, which involve extensive assessment, and diagnosis of at-risk individuals and families. Case management functions are expected to be performed independently. Work is reviewed for compliance with procedures, methods, general conclusions, final results and accuracy on a regular basis through staffing and supervisory reviews.

Work requires contact with legal, medical and psychiatric professionals; members of the judicial, educational and law enforcement systems; clients; community organizations and resources; foster parents and other members of the Department in order to develop effective treatment plans for clients; to help clients resolve problems; and to educate the community about protecting clients and about the services available.

JOB REQUIREMENTS

These are entry-level positions, which require a working knowledge of established theories, principles, and concepts of social casework practice related to the assigned program areas. Incumbents are not expected to utilize extensive assessment and diagnostic oriented skills as are required at the higher levels. Employees continue to develop knowledge and utilize professional techniques and concepts beyond the mere application of detailed rules and procedures.

The scope of the work at this level is somewhat restricted. Incumbent is not expected to handle difficult and complex cases without consultation and supervisory review. Critical decisions are made regarding difficult case situations only with the involvement and concurrence of the supervisor. Incumbent is expected to develop skill in the application of various casework techniques and methodologies.

Valid Driver's License is required. Must pass criminal background check.

OTHER SKILLS AND ABILITIES

Ability to operate various software programs required through the Department and State, specifically the Trails system and the CAPS system as well as in Microsoft Windows based applications including Word and Excel. Ability to enter data accurately into these various software programs to insure accuracy in reporting all relevant information concerning referrals and cases. Knowledge of filing systems and operation of general office equipment may be required.

WORK ENVIRONMENT

Considerable travel is required in order to make case investigations, home visits and to visit foster parents and children or adults in placement. In making client visitations incumbent may encounter angry, hostile clients, verbal abuse, and unsafe conditions in homes.

Work is performed mainly in a standard office environment. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS

Education: A Bachelor's Degree with a major in a human behavioral science field is required (i.e. 30 semester hours or 45 quarter hours in either development of human behavior, child development, family intervention techniques, diagnostic measures or therapeutic techniques such as social work, psychology, sociology, guidance and counseling and child development).

Experience: No requirement.

Substitutions: In the event a caseworker cannot be hired after reasonable efforts have been made, the county will apply for a child welfare waiver and will fill the position with the most suitable candidate.