



# CLINTON COUNTY GOVERNMENT

## *Job Description*

Job Title: Independent Living Program Co-Coordinator/Reach Out Mentoring Program  
Co-Coordinator/Intake Caseworker  
Department: Children & Youth Services  
Position Reports to: Special Program Supervisor  
Grade Level: J  
FLSA Status: Non-Exempt  
Position Type: Full-time  
Bargaining Unit Status: Bargaining  
Date: June 21, 2018

**Summary:** This position will provide assistance to the following areas: the Independent Living Program, the Reach Out Mentoring Program, and Casework, and will furnish the Independent Living students with the knowledge they need to live as successful adults when exiting the Agency's care. Services will be offered in a group setting as well as on an individual basis, and in group outings. The person in this position will perform interviews and screen applicants for the Reach Out Mentoring Program which will include children and adult volunteers. In addition, this position will be responsible for assisting with Reach Out Mentoring monthly group activities as well as carrying a small caseload of intakes that will connect families with services and resources.

**Essential Functions:** The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Facilitate Independent Living Groups as well as one-on-one counseling with participants.
- Assure that necessary tools are available to facilitate program goals and objectives.
- Provide needs assessment and case planning to youth.
- Provide activities based upon individual needs in areas of/but not limited to life skills training, prevention services, education, employment, housing and aftercare.
- Develop goals and objectives, strengths and weaknesses of participants.
- Participate in treatment planning and implementation of treatment strategies.
- Work with caseworkers in treatment planning, complete transition plans, case notes and make referrals to other agencies and service providers.
- Conduct home inspections; communicate and meet with families, youth, foster families and residential facilities.
- Maintain coordination and brokering with other child serving systems.
- Develop linkages to make maximum use of existing community resources and services.
- Maintain appropriate records of contact, nature of service and outcome, including state reporting requirements.
- Screen volunteers for participation in the ROMP to determine their appropriateness.
- Provide assistance to the ROMP Coordinator.
- Participate in ROMP monthly group activities.
- Coordinate and implement special services and initiatives by the state as directed.



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- Attend and testify in Court; prepare Court documents. Consult with attorneys, solicitors, psychologist and supervisors regarding cases.
- Hold a small intake caseload.
- Complete crisis intervention, family service plans, risk and safety assessments, child permanency plans and case notes; make referrals to other agencies and service providers.
- Supervise visits; transport clients for visits and other appointments.
- Conduct home inspections; communicate with families and resource homes.
- Arrive to work on time, and have dependable daily attendance.
- Perform other duties as needed to complete program objectives or as directed.

**Education and Experience:** Candidates for this position must possess a Bachelor's degree in Social Work or a closely related field with two to three years of casework experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

**Additional Job Requirements:** Valid driver's license, satisfactory pre-employment drug screen, FBI fingerprinting, background check, Child Abuse Clearance and completion of the computer skills testing.

### **Language Ability and Interpersonal Communication:**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Requires the ability to persuade, convince, influence, train, and monitor, in favor of a desired outcome.
- Requires the ability to act as a lead person.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as client records, laws, directories, maps, photographs, referral forms, plans, reviews, policies, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with Supervisors and all department personnel, other County departments, clients, families, foster parents, outside agencies and service providers, attorneys, medical professionals, judges, schools and the public.

### **Physical and Mental Abilities Required to Perform Essential Job Functions:**

- Communicate effectively in person or by using telecommunications equipment.
- Input and gather data on a computer.
- Proofread documents accurately.
- Understand oral and written information.
- Move and relocate work related items and, if applicable, assist clients with personal items with or without assistance, if applicable.
- Move and/or relocate child(ren) with or without assistance, if applicable.



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- Provide transportation to clients when appropriate.
- Enter, exit and move about multiple residential and office settings.
- Travel to client's homes/residences in order to serve and meet their needs in their own environment as appropriate.
- Operate standard office machines.

### **Mathematical Ability:**

- Requires the ability to perform addition, subtraction, multiplication, and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and algebra.

### **Environmental Adaptability:**

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

### **Employee Expectations:**

In completing the duties and responsibilities of the position of Independent Living Program Co-Coordinator/Reach Out Mentoring Program Co-Coordinator/Intake Caseworker, the employee will adhere to all county policies, guidelines, practices and procedures; act as a role model both inside and outside the County, perform duties as workload necessitates in a timely, accurate and thorough manner and be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues.

### **At-Will-Employment:**

Independent Living Program Co-Coordinator/Reach Out Mentoring Program Co-Coordinator/Intake Caseworker is an at-will employee and serves at the pleasure of the Clinton County Commissioners who are Equal Opportunity Employers and who do not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, or disability.

In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Human Resource Administrator to the extent that it does not constitute an undue hardship to the County.

**I have read the job description for the Independent Living Program Co-Coordinator/Reach Out Mentoring Program Co-Coordinator/Intake Caseworker, and I fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.**



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*Job Description*

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Signature of Employee

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Date

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Signature of Supervisor

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Date