



CLINTON COUNTY GOVERNMENT

Job Description

Job Title: Truancy Outreach Caseworker
Department: Children & Youth Services
Position Reports to: Special Programs Supervisor, Senior Intake Supervisor, Assistant Director and Director
Grade Level: J
FLSA Status: Non-Exempt
Position Type: Full-time
Bargaining Unit Status: Bargaining
Date: August 7, 2018

Summary: This position will function as a caseworker for truancy and truancy prevention. This caseworker will be responsible for addressing truancy with youth by collaborating with school officials and assisting families in developing strategies to decrease truancy. This caseworker will also be responsible for completing intake referrals received by the Agency regarding truancy and may manage cases that are opened for ongoing services concerning truancy.

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.

- 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 and transports clients for visits and other appointments.
- Attend staff meeting, IEP meetings, Student Attendance Improvement Conferences, and other meetings.
- Attend Truancy Court Hearings at the District Magistrate Office.
- Attend and testify within the Court of Common Pleas when necessary and prepare Court documents.
- Meet with the local magistrates to enlist their assistance in developing strategies to decrease the number of truancy citations.
- Assist the school district in the development of Student Attendance Improvement Plans and provide follow-up services to families related to the plans that have been created.
- Maintain consistent communication with school officials, as well as youth and families.
- Serve on the on-call rotation to respond to emergency situations after business hours.
- Have a strong knowledge regarding the Child Protective Services Laws and Truancy Laws.
- Meet with students individually and assist them in addressing concerns related to the home, school, & community environments.
- Develop a positive working relationship with school administration, teachers, and staff.
- Collaborate with Special Programs Supervisor/Truancy Outreach Worker to ensure that all truancy responsibilities are taken care of.
- Serve as a liaison between the Agency and the School District for all Truancy related questions and information.
- Carry a caseload of intake referrals involving truancy.



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- Assist Agency staff with truancy related concerns and questions.
- Ensure that the required 20 hours of annual training are completed and documented.
- Maintains regular and on-time attendance.
- Performs other related functions as assigned or required.

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:

- 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.
- 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.

Physical and Mental Abilities Required to Perform Essential Job Functions:

Physical Requirements

- Requires the ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as typing.
- Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials and tasks.

Mathematical Ability

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



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Environmental Adaptability:

- Ability to work under generally 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 this position as Truancy Outreach 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:

The Truancy Outreach 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 original, 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 Truancy Outreach 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.

Signature of Employee

Date

Signature of Supervisor

Date



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