

Clinton County, Pennsylvania Position Description

Title: Caseworker (Intake, Case management, Family Finding, Family Group Decision Making)

Department: Children and Youth Services

Date: August 2017

Purpose of Position:

The primary purpose for this position is to investigate intake referrals received by the Agency. The Caseworker will also provide direct casework services to clients of the Agency. The work is performed primarily under the direction of the Intake Supervisor and Program Supervisor. This role also entails engagement of family members, friends and other supportive adults so youth involved with our Agency can make “lifelong” connections. Responsibilities also include educating family members, natural supports and other professionals about the Family Finding Process. Responsibilities also include educating family members, natural supports and other professionals about the Family Group Decision Making and Family Finding Process.

Essential Functions:

An individual must be able to successfully perform the essential functions of this position with or without a reasonable accommodation.

1. Screen intakes and assesses needs and seriousness of problems, abuse, and neglect of clients.
2. Interview victims and alleged perpetrators of abuse.
3. Complete crisis intervention, family service plans, risk and safety assessments, child permanency plans and case notes.
4. Make referrals to other agencies and service providers.
5. Supervise visits; transport clients for visits and other appointments.
6. Participate as a member of a professional team; attend staff meetings, psychiatric appointments, collaborative meetings, school meetings, and other required appointments and meetings.
7. Assist clients with basic necessities including food, rent, clothes, etc. Assist clients in searching for employment and finding housing.
8. Conduct home inspections; communicate with and visit families and foster homes.
9. Attend and testify in Court; prepare Court documents. Attend District Justice hearings regarding truancy. Coordinate community service.
10. Take protective custody of children and coordinate placement. Watch children during working hours; coordinate respite care.
11. Counsel clients. Consult with attorneys, psychologists, co-workers and supervisors.

12. Serve on on-call rotation basis to respond to emergency situation.
13. Assist Agency clients with coordination of services and provide transportation to Agency clients with or without assistance when appropriate.
14. Prepare and maintain required records and reports in accordance with DPW regulations and Agency policy and procedure, including State reporting requirements to include the understanding and utilization of applicable State and/or County computer systems.
15. Maintain mandated client confidentiality.
16. Contact and engage family members and other supportive adults by telephone (including cold calls), letters, or visits to establish positive connections for the youth and families involved with the Agency.
17. Build a support network for the youth and his/her family members through Family Finding.
18. Prepare and submit a Family Finding Report after efforts to reach family members/supports have been exhausted or when instructed to do so by the supervisor.
19. Perform other related job duties as assigned.

Physical and Mental Abilities Required to Perform Essential Job Functions

The following physical activities are necessary to perform one or more of the essential functions of this position.

- 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.

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.

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.

Minimum Requirements:

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.

Clinton County, Pennsylvania is an Equal Opportunity Employer. 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 employer.

I have read and understand the essential functions for this position and certify that:

_____ I have the ability to perform the essential functions of this position either with or without reasonable accommodation.

_____ I do not have the ability to perform the essential functions of this position either with or without reasonable accommodation.

Employee/Applicant Printed Name

Employee/Applicant Signature

Date

Supervisor Printed Name

Supervisor Signature

Date