



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Caseworker

Department: Social Services

Pay Grade: 13

FLSA Status: Exempt

JOB SUMMARY

This position is responsible for the investigation and assessment of abuse and neglect of children and adults. This position works with at-risk families, youth, and children long-term to provide appropriate services to either mitigate or remedy abuse and neglect in the home, and collaborates with other agencies outside of the County to meet the needs of the community.

ESSENTIAL JOB FUNCTIONS

- Provides intake services regarding allegations of physical and/or emotional abuse or neglect of children and possible parent-youth conflicts.
- Provides emergency after-hours crisis intervention/child protection services on an on-call basis.
- Investigates allegations of abuse, neglect, and parental conflicts to determine if situations warrant placing children outside the home.
- Locates and supervises placement of children in foster care or other out-of-home placement.
- Develops case plans and provides counseling services to families regarding parenting skills, family issues, parent-child relationship issues, peer problems, and problems in the community.
- Assesses any new child abuse/neglect or re-abuse/neglect complaints with families and provides crisis intervention and family crisis mediation services as needed.
- Provides intake assessments, evaluations, on-going counseling services, case planning, and service referrals to a variety of other situations, including adults not able to protect themselves, youth-in-conflict, domestic violence, and mental health injuries.
- Makes home visits to clients to assess progress with treatment plans, coordinates/supervises child visitations, coordinates any services the clients need, and provides information on available and appropriate services.
- Assesses cases for need of placement of client in foster care. Locates placement appropriate to need of client and monitors client's progress in that placement.

- Recruits new foster home parents. Conducts foster home certifications. Places children in the homes and monitors quality of care provided.
- Testifies in court on a variety of cases. Makes recommendations to the court on abuse/neglect cases, custody investigations, placement issues, and guardianship of adults. Writes reports, assessments, and treatment plans for court hearings.
- Attends periodic child welfare related seminars and workshops.
- Develops treatment plans and writes reports for appropriate documentation of case plans, recommendations, and assessments. Completes contracts as required.
- Develops case file information per format required by Colorado State Social Services and completes forms for child welfare records.
- Completes various forms as needed and writes correspondence. Responds to questionnaires and surveys from the State office.
- Coordinates with community professionals to ensure most effective and appropriate services for clients.
- Assesses and evaluates situations in which adults may not be able to care for or protect themselves. Provides case planning, service referrals, and counseling services as appropriate to the population.
- Provides crisis management to clients who have emergency financial needs during the absence of the case manager.
- Provides counseling services to the youth who are in conflict with parents or other adult caretakers. Counsels and mentors youth who are independently living or transitioning themselves from other levels of care.

MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from an accredited college or university with a Bachelor's degree in behavioral science area or a related field that has coursework in the social services field. MSW preferred. Four years of experience in Social Services or a related field.

Certifications and/or Licenses:

Must possess a valid Colorado Driver's License.

Knowledge, Skills and Abilities:

- Knowledge of concepts of social work practice relating to assessment for clients in all program areas.
- Knowledge of medical symptoms related to injuries in children; detects battered child syndrome and failure-to-thrive children.
- Knowledge of laws dealing with child abuse, neglect, and other dependency conditions.
- Knowledge of community resources, agency rules, regulations, and procedures related to program areas.
- Ability to establish support with multi-problem, dysfunctional families and clients.
- Ability to independently analyze complex situations, form plans, and make quick decisions when needed.

- Ability to establish and maintain congenial professional relationships with co-workers, outside agencies, and the general public.
- Able to effectively testify in court and deal with angry, hostile clients.
- Knowledge of problems in adults, the elderly, the physically disabled, mental illness, drug and alcohol problems, and the emotionally disturbed.
- Knowledge and experience in interviewing, crisis intervention, mediation skills, and appropriate treatment methods.

PHYSICAL DEMANDS

This job requires occasional tasting or smelling, occasional climbing or balancing, continuous gripping or feeling with hands; typing/repetitive movement, frequent reaching with hands and arms, sitting, continuous talking or hearing, occasional walking, occasional stooping, kneeling, crouching, or crawling, and occasional standing. Occasionally required to lift up to 25 pounds.

WORK ENVIRONMENT

While performing the duties of this job, the employee may be exposed to indoor environment.