



CLINTON COUNTY GOVERNMENT

Job Description

Job Title: Caseworker (Primary Case Management, Secondary Intake and Resource Care)
Department: Children & Youth Services
Position Reports to: Casework Supervisor, Assistant Director, and Director
Grade Level: J
FLSA Status: Non-Exempt
Position Type: Full-time
Bargaining Unit Status: Bargaining
Date: July 5, 2018

Summary: This position will function as a Caseworker, who will provide direct casework services to clients involved with the Agency. This worker will carry a caseload of ongoing cases and will connect families with services and resources. The work is primarily performed under the direction of the Casework Supervisor. This position has secondary concentrations and will investigate a small number of intake referrals received by the Agency. In addition, this role will assist the Resource Care Coordinator in working with and licensing Foster families and Kinship families, as well as complete Home Studies.

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.

1. Complete crisis intervention, family service plans, risk and safety assessments, child permanency plans and case notes.
2. Make referrals to other agencies and services providers.
3. Monitor children, youth and families on a regular basis, depending on their needs.
4. Supervise visits; transport clients for visits and other appointments.
5. Participate as a member of a professional team; attend staff meetings, IEP Meetings, psychiatric appointments and other meetings.
6. Assist clients with securing basic necessities including food, rent, clothes, etc.
7. Assist clients in searching for jobs 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.
10. Consult with attorneys, psychologists and supervisors.
11. Develop linkages to make maximum use of existing community resources and services.
12. 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.
13. Maintain mandated client confidentiality.
14. Carry a small caseload of intake referrals. Meet the deadlines of those referrals, complete appropriate paperwork and make necessary referrals.
15. Serves on a rotation for on-call basis to respond to emergency situations.
16. Work with the school, child and family to address identified concerns by providing intervention and referral to appropriate community services.



CLINTON COUNTY GOVERNMENT

Job Description

17. Assist the Resource Care Coordinator in securing new Foster families, and maintaining existing Foster families. Complete Home Studies, as needed.
18. Assist in securing placements for children involved with the Agency.
19. Arrive to work on time, and have dependable daily attendance.
20. Perform other duties 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



CLINTON COUNTY GOVERNMENT

Job Description

- 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.

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 Caseworker (Primary Case Management, Secondary Intake and Resource Care) 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 Caseworker (Primary Case Management, Secondary Intake and Resource Care) 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 Caseworker (Primary Case Management, Secondary Intake and Resource Care), 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



CLINTON COUNTY GOVERNMENT

Job Description