

## **Casework Supervisor**

### **General Description:**

The primary purpose for this position is to manage and assist in the administration of the ongoing casework department and staff. The Supervisor will provide direct supervision and assistance to staff regarding ongoing cases. The work is performed under the direction of the Assistant Director and/or Director.

### **Essential Functions:**

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

1. Assist staff in screening families and assessing the needs and seriousness of problems, abuse, and neglect.
2. Assign cases to ongoing casework staff.
3. Oversee, manage and assist in training ongoing caseworkers to be in compliance with DHS regulations, along with Agency policies.
4. Meet with staff every 7 to 10 days for supervision. Ensure that this is properly documented.
5. Facilitate effective communication among staff.
6. Participate in and contribute to staff meetings and the development of policies and procedures.
7. Facilitate collaborative working relationships with, and guidance to, other facilities that provide assistance to the Agency.
8. Review, approve and sign off on staff's risk assessments, safety assessments, Child Permanency Plans, Family Service Plans, case notes, etc.
9. Demonstrate knowledge of how to make referrals to local resources and assist staff in making referrals to other agencies and service providers.
10. Participate as a member of a professional team; attend staff meetings, psychiatric appointments, collaborative meetings, school meetings, and other required appointments and meetings.
11. Guide staff in their support of clients with basic necessities including food, clothing, employment and housing searches, and in addressing safety issues, etc.
12. Conduct home inspections; communicate with and visit families and foster homes.
13. Attend and testify in Court; prepare Court documents. Assist Caseworkers with Court preparation.
14. Assist and guide Caseworkers in taking protective custody of children and coordinating placements and/or respite care.
15. Consult with attorneys, psychologists, co-workers and supervisors.
16. Be available and serve on a rotation to assist the on-call worker with guidance and direction regarding emergency situations that they may be responding to after business hours.
17. Assist staff regarding the coordination of services for children, youth and families.

18. Assist staff with arranging and providing transportation for clients to the Agency and other various locations when appropriate.
19. Prepare and maintain required records and reports in accordance with DHS regulations and Agency policy and procedure, including State reporting requirements to include the understanding and utilization of applicable State and/or County computer systems.
20. Maintain mandated client confidentiality.
21. Be reliable and punctual when reporting for scheduled work.
22. 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. The position also required a valid Pennsylvania’s driver’s license, FBI fingerprinting, background check, pre-employment drug screening and computer skills test.

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