

## **POSITION DESCRIPTION DIRECT SERVICES CASEWORKER 3**

EMPLOYEE:		FLSA STATUS	<b>Non-Exempt</b>
	<i>Surname</i>	<i>First Name</i>	
CLASSIFICATION:	<b>Caseworker 3</b>	JOB TITLE:	<b>Caseworker</b>
REPORTS TO:	<b>Casework Supervisor</b>	UNIT:	<b>Intake and Protective</b>

### **JOB SUMMARY**

Under general supervision, provides casework and case management services to abused, neglected, and dependent children and their families; provides supportive service to children and their families; assesses the needs of children and their families; counsels, teaches, and instructs parents; recommends appropriate action and testifies on behalf of children; prepares and compiles documentation used in agency record-keeping and court hearings; and performs other related duties as required. Under direction, completes more complex projects as assigned by supervisor; assists with the development of training programs and training on specific issues; serves as resource person for other staff; performs any and all casework functions of caseworker 2.

### **ESSENTIAL FUNCTIONS OF THE JOB**

1. Is familiar with and functions in accordance with the classification specifications and approved policies and procedures.
2. Presents self in professional and culturally sensitive manner to co-workers, staff, other agency personnel and the public. Demonstrates an awareness of the socioeconomic characteristics of persons served. Conducts culturally sensitive interviews with families and children for assessments, information gathering, community advocacy, and conflict resolution.
3. Understands the importance of a commitment to empowering others to solve their own problems; a nurturing family as the ideal environment for children; the capacity of people to grow and change the ability to establish respectful relationships that maintain a helping role which intervenes appropriately to accomplish case goals while setting appropriate limits.
4. Receives and assesses case referrals of abuse, neglect and dependency and consults with other staff involved with cases.
5. Conducts initial Risk Assessment on all assigned cases.
6. Completes all case documentation and paperwork as required. Reviews case records for accuracy and completeness to ensure compliance with federal and state guidelines.
7. Contacts families, caregivers, and children through home visits, office visits, letters and phone calls per agency procedures: Conducting intake investigations, prioritizing reports and initiating assessment.
8. Participates in monthly supervisory conferences which will include, review of progress/concerns regarding each family; to demonstrate knowledge of child welfare, and an understanding of a child protective services work; to assess completeness and timeliness of paperwork required for each family; and to obtain guidance for decision-making, case planning, permanency planning, case termination and process.
9. Prepares for and testifies in court with competence, knowing the case history, reason for court involvement, progress on the case plan, and the family's current status.
10. Keeps current on training requirements, attends required meetings, and shares gained information with co-workers.

- 11. Knows and regularly access agency and community resources for families, agencies, and neighborhoods by attending staffings, securing funds and goods available, contacting support networks, making referrals, and educating families and the community about LCCS.
- 12. Transports children as needed.
- 13. Meets all job safety requirements and all applicable OSHA safety standards that pertain to job duties.
- 14. Provides unit coverage as scheduled or when needed.

**OTHER DUTIES AND RESPONSIBILITIES**

- 15. Serves as resource person for other staff.
- 16. Performs other duties as assigned

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS**

May encounter hostile or irate applicants/clients or individuals; may have some exposure to individuals with contagious or communicable disease; is occasionally exposed to unsanitary conditions (insect infestation, bodily wastes), noise, and odors; is exposed to common chemicals found in an office environment, such as toner and correction fluid.

**QUALIFICATIONS**

- (1) Master's degree in Social Work and
- (2) Complete a successful criminal and driving background check and maintain employment eligibility status and
- (3) Possess and maintain a valid Ohio vehicle operator's license with no restrictions limiting the employee's ability to perform his/her duties and maintain continuing eligibility for coverage under the existing County Vehicle Insurance Policy.

**Prepared by:** Donald R. Starett HRM **Date:** \_\_\_\_\_

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_