

JOB DESCRIPTION TELLER COUNTY

Job Title: Social Caseworker III-Ongoing

Classification: Exempt

Department: Social Services

Range: 40

Reports to: Social Services Supervisor

Job Status: Full Time

SUMMARY OF JOB RESPONSIBILITIES:

A Social Caseworker III- Ongoing provides child protection, Youth in Conflict and/or adult protection services; provides crisis assessments and intervention; supervises placement of children out of home; involvement with Courts and other community professionals.

FUNCTIONS/TASKS: *(All persons, with or without reasonable accommodation, who can perform the essential functions/tasks required on this job or position will receive full consideration toward it).*

ESSENTIAL FUNCTIONS:

- (1) Assess child, youth and/or adult protection cases for appropriateness of services; monitor for compliance with court ordered treatment plans.
- (2) Prepare and maintain confidential client records and reports on computerized systems i.e. Trails, CBMS; document plans and recommendations; submit files and records for foster care and court review.
- (3) Prepare and coordinate service plans with professional resources in the community; refer clients to other resources.
- (4) Provide casework, guidance and support for clients; provide services to adults and caretakers to prevent institutionalization; counsel children, youth and parents to prepare for reuniting of the family.
- (5) Supervise placement of children out of home; locate subsequent appropriate placement as required; monitor client needs and progress and coordinate child/family visits; determine if and when to recommend return of children to their home.
- (6) Testify in court regarding on-going cases as necessary; recommend to the court on abuse and/or neglect cases and placement of children.
- (7) Participate in team and community meetings concerning issues of abuse, neglect and/or exploitation of children, youth and adults

OTHER FUNCTIONS/TASKS:

- (8) Perform similar duties as assigned by supervisor.

Social Caseworker III-Ongoing (continued)

MINIMUM REQUIREMENTS: *(The following requirements are necessary to reasonably ensure the County that the individual selected for this position will be able to perform the essential functions/ tasks of the position).*

- (1) **Skills/Knowledge:**
 - Working knowledge of the principles, practices and protocols regarding Child Welfare and Youth in Conflict, and/or Adult Protection.
 - Knowledge of statistical theory and application and to analyze trends in Social Services delivery units.
 - Knowledge of the principles regarding crises and means of intervention and of assessment of dynamics of conflict and of safety of children and adults.
 - Knowledge of the Children's Code of State Statutes, Teller County Social Services policies and court procedures.
 - Working knowledge of child development, abuse, mental illness and family systems.
 - Ability to effectively assess responsibilities and actions regarding child abuse/neglect, Youth in Conflict and/or adult abuse/neglect/exploitation cases.
 - Ability to provide services within the scope of law and policies.
 - Ability to communicate effectively with clients and with other professionals.
 - Ability to communicate in verbal and written form and to prepare accurate records and reports.
 - Ability to develop, coordinate and monitor complex treatment plans.
 - Ability to effectively serve as an inter/intra agency team member.
 - Ability to establish rapport with multi-problem, dysfunctional clients.
 - Ability to quickly and independently arrive at logical, sound conclusions and decisions.
 - Ability to assimilate and apply: new approaches, techniques and theoretical practices to a child welfare caseload.
 - Computer/data entry skills to access and complete County, State and Federal case file requirements.
 - Ability to effectively prioritize and manage time to comply with multiple mandated time frames.
- (2) **Experience/Education:** A Bachelor's degree with a major in a human behavioral science field plus one (1) year of professional caseworker experience after the degree in a public or private social services agency; or, a Bachelor's of social work degree with a major in public child welfare and successful completion of an approved field placement in a county department of social /human services; or, a Master's degree in social work or human behavioral sciences field.
- (3) **Visual Acuity/Hearing/Speaking:** Must be able to communicate with clients and co-workers in person and by telephone; ability to hear in person, by telephone and by pager; ability to see and read printed materials and documents and characters on a computer screen and traffic signs.
- (4) **Physical Effort/Dexterity:** Ability to perform moderate physical work and to lift and carry up to 25 pounds; ability to use a typing keyboard, operate office equipment and a vehicle; ability to stand, walk, sit, ride, bend, grasp and reach. Skill to effectively prioritize and manage time to comply with multiple mandated time frames.
- (5) **Environmental Factors:** Work is normally performed in an office setting, including law enforcement, schools and other agencies. Elements of weather are sometimes encountered; caution must be exercised when intervening in abuse, conflict cases.
- (6) **Work Schedule/Characteristics:** 40 hours per week, with occasional after hour work. Will be subject to call-back ("pager duty").
- (7) **Special Requirements:** Successful completion of Colorado Child Welfare Training Academy, possession of a valid Colorado driver's license, ability to pass all background checks (CBI etc) and ability to pass a urinalysis test.