

# Logan County

## Job Description



<b>Title:</b>	Case Worker III	<b>Code:</b>	<b>1220</b>
<b>Division:</b>	Child Welfare	<b>Effective Date:</b>	6/07
<b>Department:</b>	Human Services	<b>Last Revised:</b>	6/22

### GENERAL PURPOSE

Performs a variety of **full performance advanced level complex technical and professional duties** as needed to expedite on-going family services and/or child or adult welfare investigative services in accordance with agency, state and federal guidelines and laws.

### SUPERVISION RECEIVED

Works under the close to general supervision of an assigned Program Manager.

### SUPERVISION EXERCISED

May provide mentoring to Case Aides & Caseworker I, II and/or III while in training or on a case by case basis.

### ESSENTIAL FUNCTIONS

#### Child Welfare

Manages a personal caseload of alleged and verified incidents of child welfare issues including sexual abuse, physical abuse, neglect, etc. (Caseloads vary from 6 to 18 families)

Responds to emergency calls after hours when required.

Conducts inquiries concerning allegations of child abuse, youth in conflict, and/or neglect in home or institutional settings, interviews child(ren)/youth, parents, providers and collaterals and assesses risk and safety to the child/youth; investigations are coordinated with law enforcement per county protocol; documents the investigative assessment process as required in the State database and submits necessary paperwork to the State Institutional Abuse team and others as required.

Conducts out of home placement evaluations for delinquent youth when ordered by the court.

Initiates a new case from the assessment and presents to the intra agency team for transfer; participates on Child Protection team by presenting assessment information on referrals investigated.

Initiates court action for the removal of children from the home when their safety cannot be ensured, to monitor the safety of children (Dependency and Neglect) and/or to terminate parental rights in order to provide for permanence for a child.

Gathers information for social history to develop, monitor, redefine and implement protective, safety and/or treatment plans. Works with law enforcement officers, court personnel, medical professionals, mental health professionals, and other individuals or organizations as necessary to fully assess the family's situation in order to provide referrals to community resources to address problems which create on-going risk and safety concerns for children, related to sexual abuse, physical abuse, child neglect, etc. Engages in crisis intervention.

Locates and arranges out of home placement for children who cannot safely remain in their homes. Supervises/monitors children in their homes or in foster care and adoptive placements. Strives to conduct safe and appropriate visits between children and their families; transports children to and from parental visits, when necessary; schedules and coordinates visitations. Determines when and if a child should be recommended to return to their home.

Works in specialized programs and utilizes diagnostic assessments, therapeutic techniques and approved strategic interventions. Provides family, group and individual therapy to children, adolescents and their families targeting family reunification, prevention of out of home placement, or to stabilize a

child in order to maintain the least restrictive and most appropriate placement possible. Teaches and models basic behavioral skills, parenting skills, child development, appropriate discipline/limit setting for children and effective communication. Schedules and/or participates in multidisciplinary staffing and treatment teams on behalf of the client; provides safety interventions, maintains contact with clients on a regular basis (one to eight times monthly) to monitor safety and provide case management/counseling/education.

Writes court reports to outline client progress, appears in court on behalf of the client or county to testify, prepares case recommendations for court rulings and/or presents results of investigations.

Provides education to community agencies regarding abuse and neglect and proper reporting procedures; provides Parenting Options counseling when necessary.

Maintains case files based on state and federal regulations. Documents case activity as required in State data base.

Completes mandatory casework training as required by regulations.

Performs related duties as required.

### **Foster Care Resource**

Completes kinship and foster care certification process with interested families. Completes foster/adoptive home studies. Provides training to foster parents to further skills. Assists with placements into county foster homes to ensure a match of child's needs and foster parent's skills. Monitors the safety and compliance of the home. Maintains records based on state and Federal regulations.

Recruits foster homes and provides retention services.

Provides education to community agencies.

### **MINIMUM QUALIFICATIONS**

1. Education and Experience:

A. Graduation from college with a bachelor's degree in social work, human services or related field;

AND

B. Three (3) year of experience performing above or related duties;

OR

C. Equivalent combination of education, training and experience.

2. Required Knowledge, Skills, and Abilities:

**Thorough knowledge of** theories, principles and concepts of social casework related to children, youth and adults; therapeutic modalities in relation to working with children who are victims of abuse or neglect and/or youth in conflict; laws pertaining to child dependency and juvenile delinquency; regulations and procedures pertaining to the foster care and child welfare systems; community resources and ability to access; adolescent development.

**Considerable Knowledge of** medical terminology; community resources available for service as alternatives to the county; public relations and interpersonal communications skills; general methods of conflict resolution and stress management. Working knowledge of Medicaid, food stamp and TANF eligibility regulations.

**Skill in** dealing with hostile clients; interviewing; crisis intervention and de-escalation, interpersonal communication and telephone etiquette.

**Ability to** adapt to change and assimilate continuous technological, procedural and policy changes; independently analyze complex situations, formulate plans and make timely decisions; communicate both verbally and in writing in a clear and concise manner testify in court hearings; work with outside agencies and the general public; plan and organize work

independently; make mathematical calculations quickly and accurately; operate a variety of standard office machines; maintain objectivity in decision making while considering complicated and emotional situations; establish and maintain effective working relationship with State, Federal and local organizations who provide similar services.

2. Special Qualifications:

Must be able to operate personal computer. Ability to learn to operate audio visual equipment.. Must have valid driver's license.

4. Work Environment:

Some tasks performed in a typical office setting with appropriate climate controls. Some tasks performed in non-office settings where appropriate climate controls may not be present. Some tasks require variety of physical activities, regularly involving muscular strain, such as walking, standing, stooping, sitting, lifting, and reaching. Talking, hearing and seeing essential to job tasks. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, and discriminating thinking. Elements of hazard uncertainty (which may include dangerous conditions such as a filthy house, methamphetamine exposure, animals, or weapons) may exist in the normal course of performing duties associated with providing child welfare services.

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I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)

# Logan County

## Job Description



<b>Title:</b>	Case Worker II	<b>Code:</b>	1221
<b>Division:</b>	Child Welfare	<b>Effective Date:</b>	6/07
<b>Department:</b>	Human Services	<b>Last Revised:</b>	

### GENERAL PURPOSE

Performs a variety of **working level complex technical and professional duties** as needed to expedite on-going family services and/or child or adult welfare investigative services in accordance with agency, state and federal guidelines and laws.

### SUPERVISION RECEIVED

Works under the close to general supervision of an assigned Program Manager.

### SUPERVISION EXERCISED

May provide mentoring to Case Aides & Caseworker I and/or II while in training or on a case by case basis.

### ESSENTIAL FUNCTIONS

#### Child Welfare

Manages a personal caseload of alleged and verified incidents of child welfare issues including sexual abuse, physical abuse, neglect, etc. (Caseloads vary from 6 to 18 families)

Responds to emergency calls after hours when required.

Conducts inquiries concerning allegations of child abuse, youth in conflict, and/or neglect in home or institutional settings, interviews child(ren)/youth, parents, providers and collaterals and assesses risk and safety to the child/youth; investigations are coordinated with law enforcement per county protocol; documents the investigative assessment process as required in the State database and submits necessary paperwork to the State Institutional Abuse team and others as required.

Conducts out of home placement evaluations for delinquent youth when ordered by the court.

Initiates a new case from the assessment and presents to the intra agency team for transfer; participates on Child Protection team by presenting assessment information on referrals investigated.

Initiates court action for the removal of children from the home when their safety cannot be ensured, to monitor the safety of children (Dependency and Neglect) and/or to terminate parental rights in order to provide for permanence for a child.

Gathers information for social history to develop, monitor, redefine and implement protective, safety and/or treatment plans. Works with law enforcement officers, court personnel, medical professionals, mental health professionals, and other individuals or organizations as necessary to fully assess the family's situation in order to provide referrals to community resources to address problems which create on-going risk and safety concerns for children, related to sexual abuse, physical abuse, child neglect, etc. Engages in crisis intervention.

Locates and arranges out of home placement for children who cannot safely remain in their homes. Supervises/monitors children in their homes or in foster care and adoptive placements. Strives to conduct safe and appropriate visits between children and their families; transports children to and from parental visits, when necessary; schedules and coordinates visitations. Determines when and if a child should be recommended to return to their home.

Works in specialized programs and utilizes diagnostic assessments, therapeutic techniques and approved strategic interventions. Provides family, group and individual therapy to children, adolescents and their families targeting family reunification, prevention of out of home placement, or to stabilize a

child in order to maintain the least restrictive and most appropriate placement possible. Teaches and models basic behavioral skills, parenting skills, child development, appropriate discipline/limit setting for children and effective communication. Schedules and/or participates in multidisciplinary staffing and treatment teams on behalf of the client; provides safety interventions, maintains contact with clients on a regular basis (one to eight times monthly) to monitor safety and provide case management/counseling/education.

Writes court reports to outline client progress, appears in court on behalf of the client or county to testify, prepares case recommendations for court rulings and/or presents results of investigations.

Provides education to community agencies regarding abuse and neglect and proper reporting procedures; provides Parenting Options counseling when necessary.

Maintains case files based on state and federal regulations. Documents case activity as required in State data base.

Completes mandatory casework training as required by regulations.

Performs related duties as required.

### **Foster Care Resource**

Completes kinship and foster care certification process with interested families. Completes foster/adoptive home studies. Provides training to foster parents to further skills. Assists with placements into county foster homes to ensure a match of child's needs and foster parent's skills. Monitors the safety and compliance of the home. Maintains records based on state and Federal regulations.

Recruits foster homes and provides retention services.

Provides education to community agencies.

### **MINIMUM QUALIFICATIONS**

#### **3. Education and Experience:**

A. Graduation from college with a bachelor's degree in social work, human services or related field;

AND

C. One (1) year of experience performing above or related duties;

OR

C. Equivalent combination of education, training and experience.

#### **2. Required Knowledge, Skills, and Abilities:**

**Considerable knowledge of** theories, principles and concepts of social casework related to children, youth and adults; therapeutic modalities in relation to working with children who are victims of abuse or neglect and/or youth in conflict; laws pertaining to child dependency and juvenile delinquency; regulations and procedures pertaining to the foster care and child welfare systems; community resources and ability to access; adolescent development.

**Working Knowledge** of medical terminology; community resources available for service as alternatives to the county; public relations and interpersonal communications skills; general methods of conflict resolution and stress management. Working knowledge of Medicaid, food stamp and TANF eligibility regulations.

**Skill in** dealing with hostile clients; interviewing; crisis intervention and de-escalation, interpersonal communication and telephone etiquette.

**Ability to** adapt to change and assimilate continuous technological, procedural and policy changes; independently analyze complex situations, formulate plans and make timely decisions; communicate both verbally and in writing in a clear and concise manner testify in court hearings; work with outside agencies and the general public; plan and organize work

independently; make mathematical calculations quickly and accurately; operate a variety of standard office machines; maintain objectivity in decision making while considering complicated and emotional situations; establish and maintain effective working relationship with State, Federal and local organizations who provide similar services.

4. Special Qualifications:

Must be able to operate personal computer. Ability to learn to operate audio visual equipment.. Must have valid driver's license.

4. Work Environment:

Some tasks performed in a typical office setting with appropriate climate controls. Some tasks performed in non-office settings where appropriate climate controls may not be present. Some tasks require variety of physical activities, regularly involving muscular strain, such as walking, standing, stooping, sitting, lifting, and reaching. Talking, hearing and seeing essential to job tasks. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, and discriminating thinking. Elements of hazard uncertainty (which may include dangerous conditions such as a filthy house, methamphetamine exposure, animals, or weapons) may exist in the normal course of performing duties associated with providing child welfare services.

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I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)

# *Logan County*

## *Job Description*



<b>Title:</b>	Case Worker I	<b>Code:</b>	1222
<b>Division:</b>	Child Welfare	<b>Effective Date:</b>	6/07
<b>Department:</b>	Human Services	<b>Last Revised:</b>	

### GENERAL PURPOSE

Performs a variety of **entry level complex technical and professional duties** as needed to expedite on-going family services and/or child or adult welfare investigative services in accordance with agency, state and federal guidelines and laws.

### SUPERVISION RECEIVED

Works under the close to general supervision of an assigned Program Manager.

### SUPERVISION EXERCISED

May provide mentoring to Case Aides & Caseworker I while in training or on a case by case basis.

### ESSENTIAL FUNCTIONS

#### **Child Welfare**

Manages a personal caseload of alleged and verified incidents of child welfare issues including sexual abuse, physical abuse, neglect, etc. (Caseloads vary from 6 to 18 families)

Responds to emergency calls after hours when required.

Conducts inquiries concerning allegations of child abuse, youth in conflict, and/or neglect in home or institutional settings, interviews child(ren)/youth, parents, providers and collaterals and assesses risk and safety to the child/youth; investigations are coordinated with law enforcement per county protocol; documents the investigative assessment process as required in the State database and submits necessary paperwork to the State Institutional Abuse team and others as required.

Conducts out of home placement evaluations for delinquent youth when ordered by the court.

Initiates a new case from the assessment and presents to the intra agency team for transfer; participates on Child Protection team by presenting assessment information on referrals investigated.

Initiates court action for the removal of children from the home when their safety cannot be ensured, to monitor the safety of children (Dependency and Neglect) and/or to terminate parental rights in order to provide for permanence for a child.

Gathers information for social history to develop, monitor, redefine and implement protective, safety and/or treatment plans. Works with law enforcement officers, court personnel, medical professionals, mental health professionals, and other individuals or organizations as necessary to fully assess the family's situation in order to provide referrals to community resources to address problems which create on-going risk and safety concerns for children, related to sexual abuse, physical abuse, child neglect, etc. Engages in crisis intervention.

Locates and arranges out of home placement for children who cannot safely remain in their homes. Supervises/monitors children in their homes or in foster care and adoptive placements. Strives to conduct safe and appropriate visits between children and their families; transports children to and from parental visits, when necessary; schedules and coordinates visitations. Determines when and if a child should be recommended to return to their home.

Works in specialized programs and utilizes diagnostic assessments, therapeutic techniques and approved strategic interventions. Provides family, group and individual therapy to children, adolescents and their families targeting family reunification, prevention of out of home placement, or to stabilize a child in order to maintain the least restrictive and most appropriate placement possible. Teaches and models basic behavioral skills, parenting skills, child development, appropriate discipline/limit setting for children and effective communication. Schedules and/or participates in multidisciplinary staffing and treatment teams on behalf of the client; provides safety interventions, maintains contact with clients on a regular basis (one to eight times monthly) to monitor safety and provide case management/counseling/education.

Writes court reports to outline client progress, appears in court on behalf of the client or county to testify, prepares case recommendations for court rulings and/or presents results of investigations.

Provides education to community agencies regarding abuse and neglect and proper reporting procedures; provides Parenting Options counseling when necessary.

Maintains case files based on state and federal regulations. Documents case activity as required in State data base.

Completes mandatory casework training as required by regulations.

Performs related duties as required.

#### **Foster Care Resource**

Completes kinship and foster care certification process with interested families. Completes foster/adoptive home studies. Provides training to foster parents to further skills. Assists with placements into county foster homes to ensure a match of child's needs and foster parent's skills.

Monitors the safety and compliance of the home. Maintains records based on state and Federal regulations.

Recruits foster homes and provides retention services.

Provides education to community agencies.

#### **MINIMUM QUALIFICATIONS**

1. Education and Experience:

- A. Graduation from college with a bachelor's degree in social work, human services or related field;
- AND
- D. no experience necessary;

2. Required Knowledge, Skills, and Abilities:

**Some knowledge of** theories, principles and concepts of social casework related to children, youth and adults; therapeutic modalities in relation to working with children who are victims of abuse or neglect and/or youth in conflict; laws pertaining to child dependency and juvenile delinquency; regulations and procedures pertaining to the foster care and child welfare systems; community resources and ability to access; adolescent development;

Some knowledge of medical terminology; community resources available for service as alternatives to the county; public relations and interpersonal communications skills; general methods of conflict resolution and stress management; Medicaid, food stamp and TANF eligibility regulations.

**Skill in** dealing with hostile clients; interviewing; crisis intervention and de-escalation, interpersonal communication and telephone etiquette.

**Ability to** adapt to change and assimilate continuous technological, procedural and policy changes; independently analyze complex situations, formulate plans and make timely



decisions; communicate both verbally and in writing in a clear and concise manner testify in court hearings; work with outside agencies and the general public; plan and organize work

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independently; make mathematical calculations quickly and accurately; operate a variety of standard office machines; maintain objectivity in decision making while considering complicated and emotional situations; establish and maintain effective working relationship with State, Federal and local organizations who provide similar services.

### 3. Special Qualifications:

Must be able to operate personal computer. Ability to learn to operate audio visual equipment.. Must have valid driver's license.

### 4. Work Environment:

Some tasks performed in a typical office setting with appropriate climate controls. Some tasks performed in non-office settings where appropriate climate controls may not be present. Some tasks require variety of physical activities, regularly involving muscular strain, such as walking, standing, stooping, sitting, lifting, and reaching. Talking, hearing and seeing essential to job tasks. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, and discriminating thinking. Elements of hazard uncertainty (which may include dangerous conditions such as a filthy house, methamphetamine exposure, animals, or weapons) may exist in the normal course of performing duties associated with providing child welfare services.

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(Employee)