

York County Job Description

Job Title: County Caseworker 1

Revision Date:

Full time **Part time**

Hours of Work:

Hours per week: 40

Shift:

Dept No: 40

Dept Name: Children, Youth & Families

Reports to (title only): County Caseworker Supervisor

POSITION SUMMARY

This position is responsible to investigate reports of suspected neglect, child abuse, and student abuse that come into the agency, and to arrange and monitor in-home and out-of-home care provided to selected clients of the agency.

Job Title:

ESSENTIAL REQUIREMENTS

- A bachelor's degree with a social welfare major; or a bachelor's degree which includes or is supplemented by successful completion of 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences; or two years of experience as a Social Service Aide 3 and two years of college level course work which includes 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences; or any equivalent combination of experience and training which includes 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences.
- Knowledge of current social case management principles, techniques, and methods.
- Knowledge of current social, economic, and health problems and resources and the recognition of their impact on the growth and development of people.
- Knowledge of individual and group development and behavior and ways of working effectively with adults and children who have social, economic, emotional, or health problems.
- Knowledge of the basic principles and methods of program interpretation and community organization.
- Knowledge of social welfare policy and law as they relate to agency function and purpose and societal structures.
- Ability to work effectively with people and aid them to grow in the constructive use of their potential in adjusting to their specific problems.
- Ability to understand and accept the needs and rights of others and to work with adults and children who are physically challenged, emotionally troubled, or economically disadvantaged.
- Ability to conduct individual and family interviews and to use them to identify individual and family problems.
- Ability to establish and maintain effective working relationships with clients, their families, other staff, outside agencies and institutions, and the general public.
- Ability to plan and organize work, prepare adequate records and reports, set priorities, and maintain a caseload in an effective and timely manner.
- Ability to interpret and apply relevant laws, regulations, and policies governing agency services.
- Ability to adequately express ideas orally and in writing.

Job Title:

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Investigate reports of suspected neglect, child abuse, and student abuse.
- Assure the safety and risk of each client is assessed in a timely, thorough manner, in accordance with PA Dept of Human Services (DHS) Code and DHS Bulletins.
- Conduct in-depth interviews with the reporting party, child, parents, baby sitters, relatives, alleged perpetrator(s), and other persons as necessary.
- Investigate at various venues including home visits, jail visits, schools, and joint investigations with police.
- Determine the validity of concerns and the nature, extent, and cause of verified abuse or neglect.
- Conduct physical examination of injuries, take pictures, and determine the level of severity.
- Inspect home environments to determine if reports of neglect have merit. Such conditions may include lack of food, unsanitary conditions, young children home alone, etc.
- Assess the need for out-of-home placement and counsel clients regarding the need for placement and separation of family members.
- Provide immediate child protective services to those children remaining in the home.
- Complete investigations within regulatory guidelines.
- Refer clients to various community resources.
- Assist in completion of service referrals for clients
- Research, generate, and maintain records and documentation.
- Input data into automated tracking and reporting systems.
- Maintain case records, required forms, and reports in prescribed agency format.
- Meet with assigned clients to monitor progress towards goals and complete assessments.
- Arrange and supervise visits between parent(s) and clients in placement as per court order and foster care regulations. Arrange transportation for visits for parent(s) and clients as necessary.
- Attend all scheduled court hearings associated with assigned cases be prepared to appropriately present the case.
- Participate in various meetings and coordinate services for the clients with community providers, service providers, schools, and medical professionals.
- Document case interactions by employing basic writing techniques to organize and structure information and observations in an objective, clear, concise, and complete manner.
- Develop appropriate paperwork at designated intervals, and complete paperwork and processes to ensure timely permanency for children.
- Develop and implement appropriate initial family service plans (FSP) when applicable.
- Ensure application of best practices in social service delivery through the implementation of family group decision making and family finding and other initiatives that improve the quality of service delivered to families, through direct supervision of agency staff.
- Explore career/educational opportunities for youth.
- Coordinate direct independent living/aftercare services for youth.
- Coordinate Independent Living Case Planning for youth 14 and older.
- Explore Life Skills education for youth.
- Perform related work as required.

Job Title:

ESSENTIAL PHYSICAL AND MENTAL JOB REQUIREMENTS

Please check those items that apply to the *essential job functions* of the job title listed above. Each category **must** be completed.

1. Following Directions

- Full Understanding of Both Written and Verbal Instructions Required
- Understanding of Verbal Instructions Only Required
- Understanding of Written Instructions Only Required

2. Communication - English

- Excellent Verbal Communication Skills Necessary
- Basic Verbal Communication Skills Necessary
- Limited or No Verbal Communication Skills Necessary

3. Functional Reading - English

- Fluent Reading
- Recognition of Signs/Symbols
- Simple Reading
- No Reading Skills Required

4. Hearing

- Ability to Hear Required
- Limited Hearing
- Hearing Not Required

5. Seeing

- 20/20 Vision with Corrective Eyewear
- Limited Vision
- Vision Not Required

6. Functional Math

- Complex Computational Skills (Accounting and Financial Skills)
- Simple Computational Skills (Add, Subtract, Multiply, Divide, Percents)
- Simple Counting Skills
- No Mathematical Skills Needed

7. Time

- Must Tell Time to the Minute
- Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

8. Orientation (Familiarity with Surroundings)

- Several Blocks From Building
- Building Only
- Work Area
- Room Only

9. Mobility Skills

- Mobility Within the Building
- Mobility Within a Four-Block Radius
- Driving Required

Job Title:

10. Sitting

- 75% - 100%
- 50% - 75%
- 25% - 50%
- Less than 25%

11. Standing

- 75% - 100%
- 50% - 75%
- 25% - 50%
- Less than 25%

12. Bending

- Knees and Waist
- Waist Only
- Knees Only
- No Bending Required

13. Lifting

- Greater than 30 lbs.
- 10 - 30 lbs.
- Less than 10 lbs.
- No Lifting Required

14. Reaching

- Greater than 6 Feet
- 2 - 6 Feet
- Less than 2 Feet
- Reaching Required

These statements are intended to describe the nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities and duties required of the job incumbents.