

Department: C&YS	Approved: 07/06/95	Revised: 12/12/02, 04/22/14,
Salary Grade: 11	Position #:	07/30/15
FLSA Status: Exempt	Title #: 235	

Position Overview:

To supervise the caseworkers and to ensure proper functioning of the Children & Youth Service Agency as required by prescribed policies and procedures.

Essential Job Functions:

1. Supervises caseworkers and assigns and monitors work within the department.
2. Reviews referrals, intake records, and makes assignments; conducts on-going review of cases.
3. Recommends and implements various casework services to assist clients with difficulties.
4. Provides direct services to a designated caseload of clients.
5. Makes referrals to other agencies in order to assist in meeting clients' needs.
6. Conducts performance reviews of caseworkers and handles any related personnel issues within department.
7. Oversees client transportation needs and scheduling arrangements.
8. Prepares reports, summaries, and documentation as required and needed on client records and progress.
9. Participates in training sessions for foster parenting.
10. Develops case management plans and monitors progress of same.
11. Assists in interviewing and hiring of staff.
12. Supervises special grants or programs as assigned.

Other Duties:

1. Attends and conducts staff meetings and training sessions.
2. Presents presentations to general public and assists in providing training to public and other agencies in children and youth issues.
3. Testifies as required at court hearings on client's behalf.
4. Supervises college interns and/or volunteers within the department.
5. Performs other job-related work as required.

Supervision Received:

Receives occasional instruction and little supervision from Director/Assistant Director in regard to daily work duties.

Supervision Given:

Supervises group of assigned caseworkers in the Children & Youth department.

Working Conditions:

1. Works indoors in adequate workspace with adequate temperatures, ventilation and lighting.
2. Works with average indoor exposure to noise, but subject to frequent disruptions and stress.
3. Normal indoor exposure to dust/dirt.
4. Works frequently outside the office and is exposed to above average dust/dirt/odors and smoke.
5. Periodically works beyond normal work hours or on-call or on as-needed basis.

Working Conditions Cont'd:

6. Works in conditions of potential outbursts of disruptive behavior of clients.
7. Travels frequently during all seasons and is exposed to outdoor elements, including snow and icy roadways.

Physical and Mental Conditions:

1. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, and reaching as necessary to carry out job duties.
2. Dexterity requirements range from simple to coordinated movements of fingers/hands, feet/legs, and torso as necessary to carry out job duties.
3. Medium work with occasional lifting/carrying of objects with a maximum weight of 20 pounds.
4. Must be able to cope with the physical, mental, and emotional stress of the job.
5. Must be able to pay close attention to details and concentrate on work.
6. Maintains emotional stability during stressful situations.

Education/Training Qualifications:

Bachelor's degree in psychology, social work, education, or related field.

Work Experience:

One to two (1-2) year's working experience in field of case management; Two (2) years supervisory experience preferred.

Knowledge, Skills, and Abilities Required:

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of job.
2. Must possess effective oral and written communication skills.
3. Must possess initiative and problem-solving skills.
4. Must possess ability to function independently, have flexibility and personal integrity, and the ability to work effectively with clients, co-workers, and others.
5. Must possess ability to maintain confidentiality in regard to client information and records.
6. Must possess ability to type and utilize other office equipment and to prepare required reports.
7. Must possess ability to make accurate observations and documentation of same in regard to clients' needs.
8. Must possess the academic knowledge and skill in promoting therapies and social service work.
9. Must possess knowledge of and the ability to conduct psychological assessments and investigations.
10. Must possess ability to provide structured and unstructured life skills instructions and guidance to clients.
11. Must possess the ability to express empathy and understanding to all clients.
12. Must be able to interact effectively with clients, department staff, counselors, attorneys, and the courts.
13. Must have some knowledge of the judicial and court system as it relates to department services.
14. Must have the ability to provide technical and administrative guidance and to supervise staff in regard to overall operation of the department's functions.
15. Must have knowledge of program, policies and procedures and the ability to present public speaking and training seminars to general public and other agencies.
16. Must possess a valid Pennsylvania driver's license and a willingness to travel as needed.

Job Description Acknowledgement

I acknowledge that I have received a copy of my job description. I have read and fully understand the job duties, responsibilities as **Casework Supervisor (C&YS)**. I further understand that I am responsible for the satisfactory execution of all the duties described therein, under any and all conditions as described above. I hereby accept the position and agree to abide by the requirements and duties set forth.

(Signature of Employee)

(Date)

(Print Name)

In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.