

County of Butler Job Description

JOB TITLE: CASEWORKER

Exempt (Y/N): N	JOB CODE: FULL-TIME
SALARY LEVEL: PER CONTRACT	SHIFT: 8:30 AM - 4:30 PM
DIVISION: HUMAN SERVICES	
LOCATION: GOVERNMENT CENTER ANNEX BUILDING	
DEPARTMENT: CHILDREN & YOUTH SERVICES	
SUPERVISOR: CHILDREN & YOUTH CASEWORKER SUPERVISOR I	
PREPARED BY: PERSONNEL	DATE: AUGUST 16, 2016
APPROVED BY: CHILDREN & YOUTH DIRECTOR	REVISED: March 3, 2023

SUMMARY:

This is professional social services work in a County Children and Youth.

Employee in this class provide a full range of social and case management services to children, youth and families, people who are mentally disabled, people who are physically challenged, and others to assist them in attaining a more satisfactory social, economic, emotional, or physical adjustment. An important aspect of this work is the employment of casework skills in obtaining essential information, counseling clients and members of their families, and helping them to utilize all available resources. Work also involves the application of problem solving techniques, providing counseling to maximize service delivery and to achieve service plan goals, monitoring client behavior, and interacting with agencies, which make up the service network. Work is performed in accordance with established regulations, policies, and procedures, but employees are expected to exercise initiative and judgment in discharging their duties. Supervision may be exercised over paraprofessional and/or clerical staff. Work is performed in accordance with established regulations

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Obtains information from clients, members of their families, and others, necessary for the identification of social, economic, emotional, health or physical problems and for assisting clients in obtaining a wide variety of services on the basis of established policy, regulations and statutes.

Provides casework and counseling services to clients and members of their families to aid them in achieving a more satisfactory adjustment to their specific problems or situations.

Provides protective and supportive services for abused or neglected children and adults.
Prepares documents and provides testimony in court according to agency procedure.

Provides protective and supportive services for clients who are in situations detrimental to their well-
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being or that of the community, or who are undergoing treatment or hospitalization.

Participates in team meetings for the purpose of developing service plans to address the needs of clients and their families.

Continually assesses the adequacy of client service plans and revises, when necessary, to achieve goals and objective.

Identifies appropriate community resources for clients, refers and links them to those resources, and advocates on behalf of client for resources service delivery.

Works collaboratively with social agencies, hospitals, clinics, courts, and other community resources.

Teaches clients home and budget management, child/adult care, and recreation and living arrangements, as required.

Interprets agency programs, policies, and procedures to individuals, groups, and other agencies.

Attends staff meetings, individual and group supervisory conferences, and training programs designed to develop performance and case management skills and that continuously familiarize staff with current methods and techniques in the field of social services.

Documents case activity through records, social studies, case histories, correspondence, and reports according to applicable policies and procedures.

Practice utilizing trauma informed care principles.

Completes the duties of an on call caseworker as per the collective bargaining agreement under stand-by time. This includes being available for call out during off hours as directed by management.

Performs related work as required.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER SKILLS AND ABILITIES:

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.

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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 plan, organize, and direct the work of others.

Ability to interpret and apply relevant laws, regulations, and policies governing agency services.

Ability to adequately express ideas orally and in writing.

SUPERVISORY RESPONSIBILITIES:

None

EDUCATION AND/OR EXPERIENCE:

Successful completion of the Butler County CYS Caseworker Intern program (minimum of 450 hours); OR a bachelor's degree with 12 credits in the related social sciences, such as psychology, gerontology, education, or criminal justice, and Direct Service Worker Certification; OR a bachelor's degree with 12 credits in the related social sciences, such as psychology, gerontology, education, or criminal justice, and six months of professional work experience in a public or private service organization serving children, adults or families.

Veterans' Preference Applies

LANGUAGE SKILLS:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear. The employee frequently is required to stand, walk and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

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