

**COUNTY OF CARBON
JOB ANNOUNCEMENT
NON-UNION**

Bulletin 73

POST DATE: June 13, 2022

APPLICATION DEADLINE DATE: June 26, 2022

POSITION: County Caseworker III

DEPARTMENT: Children & Youth Services

RATE OF PAY: \$ 21.72 per hour

HOURS WORKED: As Scheduled

Applicants need to contact Children & Youth Services

Attn: Gail Marek (570) 325-3644 or gmarek@carboncounty.net

For information on how to apply.

BENEFITS: Highmark BC/BS, Vision, Delta Dental and Life Insurance. (First of the month following sixty (60) calendar days)
County Retirement Plan. Aflac, optional.
Paid time off – Holiday from start. Vacation, Sick, Personal (after completion of six (6) month Initial Employment Period)

OVERALL OBJECTIVE OF JOB: To provide for the safety and protection of children of all ages; children and/or youth and adolescents and families experiencing difficulties; and provide an effort to facilitate growth, behavioral and emotional improvements to those individuals and their families, and to maintain current and accurate documentation and records of clients and services. Process every referral made to the agency and provide the intake workers and supervisors additional collateral information necessary to efficiently assign referrals to the intake workers. Assure that all reports are accurately and efficiently entered into CAPS and that all client information is current and updated in the client information management system. Train all new staff on CAPS or the current client Information system

QUALIFICATIONS:

Education/Training: Bachelor's degree in social welfare, OR, a Bachelor's degree and work experience required, supplemented by successful completion of 12 semester hours credit in sociology, social welfare, psychology, gerontology or other related social sciences; OR an additional 1-2 years' experience in the field of case management or social work, including 12 semester hours credit previously listed. Act 33/34 clearance required.

Work Experience: 2 years' experience in field of case management or social work; or 2 years' experience as a Caseworker II.

ESSENTIAL FUNCTIONS OF JOB:

1. Conducts intake or preliminary interviews to determine needs of clients/families.
2. Provides for necessary arrangements according to clients and needs; makes referrals/contacts to other community services/agencies as necessary.
3. Maintains accurate documentation and records on clients.
4. Participates in interagency planning for coordination of care.
5. Speak with referral sources via phone or walk-in and gather information in the six domains to receive a referral to the agency
6. Acknowledge referrals generated by CWIS
7. Receive referrals from emails, letters, police reports, CY47's and any other source
8. Create a new case in CAPS or enter a new incident into an existing case in CAPS for the referral
9. Submit new referrals to appropriate supervisor for review and assignment to caseworker.
10. Correct and update existing client information in CAPS to reflect current information.
11. Contact appropriate office to obtain custody orders between parents
12. Contact Domestic Relations office to obtain information on addresses of parents and copies of support ordered.
13. Locate absent parents or unknown addresses of families through contact with Tax assessment, Borough offices, Accurint searches and other search options.
14. Obtain criminal record of parents/caregivers and identify probation officers.
15. Contact other C&Y offices to request any records or documents on referrals previously involved with their agency.
16. Contact schools, daycares, medical doctors, hospitals, treatment facilities and other service providers in order to gather information or obtain records, evaluations, or reports
17. Complete CY104's on LEO reports and forward to appropriate police department.
18. Fax or email any Request of Information consents necessary for any investigation/assessment
19. Send out Resource Directories to families for I/R reports
20. Upload any photos or other information received for intakes into the computer
21. Provide in house training on CAPS or other Client Information System utilized by the agency.
22. Maintains statistics on client base and completes required paperwork/reports
23. Provide on- call coverage after hours as needed

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 job duties.
2. Must possess effective communication and interpersonal skills.
3. Must possess initiative and problem solving skills.
4. Must possess ability to function independently, have flexibility 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 operate personal computer and related software, 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 and make determinations of risk assessment.
8. Must possess the academic knowledge and skill in promoting therapies and social service work and skills with children and youth and families.
9. Must possess knowledge of child development and the ability to conduct assessments and investigations.
10. Must possess ability to provide structured and unstructured life skills instructions and guidance to clients as needed.
11. Must possess the ability to express empathy and understanding to all clients.
12. Must be able to interact effectively with children and youth, department staff, counselors, attorneys and the courts.
13. Must have some knowledge of the judicial and court system as it relates to child services.
14. Must have transportation available and a willingness to travel for work-related job duties.

WORKING CONDITIONS:

1. Works indoors in adequate workspace, lighting, temperatures, and ventilation.
2. Works with average indoor exposure to noise, but subject to frequent disruptions and above average stress.
3. Normal indoor exposure to dust/dirt at office; varies in client homes.
4. Works in conditions of potential outbursts or disruptive behavior of clients.
5. Travels frequently during all seasons and is exposed to outdoor elements, including snow and icy roadways.
6. Periodically works beyond normal work hours or on-call or on as-needed basis.

PHYSICAL REQUIREMENTS:

1. Must possess the ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit and/or drive for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, reaching, climbing, carrying, pushing, pulling, and grasping as necessary to carry out essential duties of job.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carry out duties of job.
4. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten pounds and occasional lifting of child or objects weighing about 30 to 40 pounds.
5. Must be able to cope with the physical and mental stress of the position.
6. Must be able to physically and mentally react quickly in the event of a disturbance or physical outbreak.
7. Must be able to pay close attention to details and concentrate on work.

AN EQUAL OPPORTUNITY EMPLOYER