

## CHAFFEE COUNTY POSITION DESCRIPTION

TITLE:	Social Caseworker/Foster Care Coordinator
FLSA STATUS:	Exempt
DEPARTMENT:	Health and Human Services – Child Welfare
DATE:	8/16/12
DIVISION:	Child, Youth, Family, and Adult Services

### **GENERAL STATEMENT OF DUTIES:**

Position provides on a part time basis intake and/or ongoing casework services for a variety of Title XX program areas such as child abuse and neglect cases, youth in conflict cases and adults unable to protect their own interests. Position also will be responsible on a part time basis for recruitment, assessment, training, certifying, and retaining foster care families, kinship families, and foster to adoption families for Chaffee County Department of Health and Human Services. May provide placement of clients into foster and day care homes and institutions, emergency on-call availability and response, arrangement for and monitoring of Core Services, transportation for clients and family to promote successful completion of treatment plans, and information and referral services. Must be or eligible to be certified as Colorado Child Welfare Caseworker.

### **ESSENTIAL JOB FUNCTIONS:**

*The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The County reserves the right to modify or change the duties or essential functions of this job at any time.*

- Provides intake assessments and evaluation, conducts investigations of allegations of child abuse, neglect and parent/child conflicts. Determines if situation warrants placing children outside the home. Supervises placement of children in foster care and coordinates parent/child visits. Determines when and if to recommend that children return to their home.
- Develops effective case plans and provides counseling services to families regarding parenting skills, family problems, parent/child relationships and problems with the community. Works towards keeping children safely in their home and the community. Works with other agencies and service providers to help youth and families maintain a safe environment that also enhances a child's and family well being. Assess any new child abuse or re-abuse claims and provides crisis intervention in these situations.
- Determines the need for recommending placement of clients into foster care, or for adults into boarding care, or nursing homes. Locates placement appropriate to client's needs. Monitors client's progress in placement.
- Makes home visits with clients, organizes services such as Core Services, day care, transportation, financial assistance, health, legal, and provides information on available services.

- Develops and writes reports for appropriate documentation of case plans, recommendations, contacts, assessments, etc. Develops and files case information in accordance with State and County mandates/standards. Completes forms and writes correspondence.
- Provides certifications for kinship and foster homes which involves:
  - Phone Inquiries- describe program and schedule information sessions for all foster/adopt inquiries.
  - Provide Home Studies – Duties include consistent use of SAFE home study as per the State Training of the SAFE Home Study curriculum. This also includes implementation and thorough knowledge and use of the SAFE Home Study.
  - Employee will initiate and follow through with background checks. This includes fingerprint checks, Colorado Bureau of Investigation and FBI checks, Trails background checks, and regular monitoring checks as required by the State and County policies.
  - Employee will monitor and obtain State, Federal, and County requirements on a regular basis. This includes all forms, trainings, health checks, fingerprints, monthly home visits to ensure ongoing compliance with rules and regulations, etc.
- Provide Re-certifications to foster/adopt/kinship homes on a regularly scheduled basis.
- Utilizes State mandated information systems for case management, report writing and documentation. Develops and writes reports for appropriate documentation of case plans, recommendations, contacts, assessments, etc.; develops and files case file information in accordance with state mandates/standards; completes forms and writes correspondence.
- Coordinate, maintain, apply Interstate Compact Act for Placement of Children (ICPC) Rules and Regulations for Chaffee County Department of Health and Human Services
- Provide monthly home visits to homes with foster children and will write up reports in a timely manner. Provides counseling services to foster parents and/or children regarding parenting skills, family problems, parent/child relationships, child/foster/adoptive relationship problems, and problems with community entities. May refer to ongoing individual/family counseling, psychiatric services, or other such resources to ensure ongoing placement of children in the home.
- Will coordinate and communicate effectively with ongoing child welfare caseworkers, supervisor and/or Director regarding foster/adoptive cases, recruitment, certifications, and re-certifications and will assist with placement of children into foster, kinship and adoptive homes.
- Will coordinate and/or provide foster families with training to meet State requirements for initial foster care certification and ongoing training requirements.
- Will participate in monthly state meetings in order to follow through with new and ongoing rules and regulations.
- Will provide yearly attestation report in order to comply with the State.

- Employee will organize files and notebooks for foster parents and foster children, and for ongoing child welfare/adult cases as assigned. Notebooks for foster parents will include but not be limited to: Policies and Procedures for foster parents, Initial Placement Binder and Placement Notebooks, Trainings for Foster Families and new process requirements, Child Binder Notebooks.
- Retain resource families by organizing semi-annual foster parent appreciation luncheons

Develop and maintain current knowledge of residential resources for children in child welfare system including but not limited to Child Placement Agencies, hospitalizations, etc.

Will participate in Foster Care audits and will follow through with recommendations and make necessary corrections on all review requests.

May provide transportation services to children and their families to visits and activities required for placement needs.

May need to testify in court on a variety of ongoing cases and/or shelter hearings in initial stages of child welfare cases, placement of children, adoption recommendations, and other such casework court testimony. May make recommendations to the courts on abuse/neglect cases, placement of children, guardianship of adults, and on custody investigations.

- Performs other duties as assigned.

## **JOB REQUIREMENTS:**

**Entry Level:** These are professional training level positions in which assignments are planned and devised to develop and teach professional casework techniques and concepts appropriate to the assigned program areas. Basic foundations of professional theories, concepts and principals are required. Knowledge of Child and Adolescent and Family development. Will have or will gain knowledge of the workings of the juvenile justice system, civil and court processes, the Children's Code and Volume VII. Will have or will gain knowledge of and ability to utilize family assessment skills.

**Journey Level:** These are positions that require a working knowledge of established theories, principals and concepts of social work practice related to the assigned program areas, as stated above. Incumbents are not expected to utilize extensive diagnostic oriented skills as are required at the senior level. Employees continue to develop knowledge and utilize professional techniques and concepts beyond the mere application of detailed rules and procedures.

**Senior Level:** These are positions that require thorough knowledge of the theories, principles, and concepts of social casework practice (assessment and treatment oriented) related to all of the assigned program areas, and as stated above. Knowledge of social group work principles and methods. Knowledge of medical symptoms related to injuries or failure to thrive in children. Knowledge of the battered child syndrome, and the laws dealing with child abuse, neglect and other dependency conditions. Knowledge of the problems of the elderly, physical disabled, developmentally disabled, emotionally disturbed, alcoholics, drug addicts and dementia. Knowledge and skill in interviewing techniques, crisis intervention methods, and relevant

treatment modalities. Knowledge of community resources, of agency rules, regulations and procedures related to assigned program areas. Ability to establish support with multi-problem, dysfunctional clients. Ability to independently analyze complex situations, formulate plans and make quick decisions as needed. Ability to clearly and concisely express oneself both verbally and in written format. Ability to establish and maintain harmonious professional relationships with other employees, outside agencies and the public. Ability to testify effectively in court hearings.

### **DIFFICULTY OF WORK**

**Entry Level:** The complexity at this level is significantly restricted in scope. The incumbent handles overall cases appropriate to experience levels while learning regulations, laws, and procedures and developing knowledge of casework techniques and methodology. Guidelines used are directly applicable to the assignments. Only the most routine case management decisions are made without supervisory review.

**Journey Level:** The scope of the work at this level is somewhat restricted. Incumbent is not expected to handle difficult and complex cases without consultation and supervisory review. Critical decisions are made regarding difficult case situations only with the involvement and concurrence of the supervisor. Incumbent is expected to develop skill in the application of various case work techniques and methodology.

**Senior Level:** The incumbent independently evaluates each case assigned and develops extensive ongoing case plans. The incumbent is expected to deal with unusual and/or difficult cases when they arise with appropriate supervisory assistance. The incumbent is expected to be knowledgeable of guidelines and regulations available covering the work done, including but not limited to the Children's Code, Title XX, Senate Bill 94, Volume VII of the Department of Human Services Rules and Regulations, which regulate procedures to be followed but do not provide the worker with instructions about how to treat or assess dysfunctional clients. There are a wide variety of recognized social casework techniques, and the incumbent must use judgment and situational evaluation to determine which are appropriate for each of the cases assigned.

### **RESPONSIBILITY**

**Entry Level:** All critical decisions in assessment and ongoing cases are made with direct input from the supervisor. Close, detailed supervision is provided before and during the course of work. Incumbent keeps the supervisor informed of the progress of each case.

**Journey Level:** Detailed instructions are often received from the supervisor normally when cases are assigned and during the progress of cases that involve extensive assessment and diagnosis of dysfunctional individuals and families. Case management functions are expected to be performed with little supervision. Work is reviewed for compliance to procedures, methods, general conclusions, final results and accuracy on a regular basis through staffing and supervisory reviews.

**Senior Level:** Instructions may be received from the supervisor when cases are assigned and during the progress of the case. The supervisor may provide instructions and to act as a consultant. Work is reviewed for compliance to policy, general conclusions, staffing, and supervisory meetings.

### **EDUCATION:**

**Minimum Education:**

**Entry Level:** Four year college degree in a behavioral science area. Must comply with CDHS rules regarding educational requirements.

**Journey and Senior Level:** Four year college degree in a behavioral science area such as Social Work, Behavioral or Social Science, Sociology, Psychology.

**Experience:**

**Entry Level:** No minimum experience required, but must have a four year degree or higher in a behavioral science field.

**Journey Level:** One full year of full time professional casework experience acquired after the degree in a public or private social services agency in an assignment appropriate to the position.

**Substitutions:** Master's degree in one of the behavioral science fields may substitute for the required experience.

**Senior Level:** Two years of full time professional social casework experience acquired after the degree in a public or private social services agency in an assignment appropriate to the position. One year of the experience must be at full Journey Level work.

**REPORTING RELATIONSHIPS:**

**This Position Reports to:** Child Welfare Certified Supervisor.

**This Position has Supervisory and/or Management Responsibility for:** None, except for Senior Level which may be appointed as "acting supervisor" during times the supervisor is away from the office. In such cases, the Senior Level Social Caseworker would assume the decision making and supervisory roles of the supervisor.

**SCOPE OF INTERPERSONAL CONTACTS:**

Requires contact with legal, medical, psychiatric/psychological professionals, members of the judicial system, community organizations and resources, Child Welfare clients/families, adoptive homes, foster parents and other members of the agency for the purpose of developing effective treatment plans for clients and to help clients solve problems, as well as to educate the community about protection of clients and services available and foster care needs.

**MATERIAL AND EQUIPMENT USED:**

Computer, printer, telephone, copier, fax machine, county and personal vehicles.

**WORK ENVIRONMENT:**

Approximately 50% of the work is generally performed in a standard office environment. The balance of their work is performed out of the office. Noise level is generally moderate but may become loud on occasion.

Employee may be exposed to:

- conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation that affect the respiratory system, eyes, or the skin.
- disease of known or unknown origin, blood-borne pathogens, body fluids and tissue, the threat of direct or indirect violence/conflict by other individuals, and other unanticipated circumstances associated with the position.

**PHYSICAL DEMANDS:**

*The following are some of the physical demands commonly associated with this position.*

**Mobility:**

- Stands 10% of the time, walks 10% of the time, and sits 80% of the time.
- Ascends or descends ladders, stairs, scaffolding, ramps, poles, and the like using feet and legs or hands and arms.
- Bends body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles.
- Bends body downward and forward by bending legs and spine.
- Reaches, extending hand(s) in any direction.

**Lifting:**

- Exerts up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects.

**Dexterity:**

- Handles, seizes, holds, grasps, turns, or otherwise works with hand or hands.
- Fingers, picks up, pinches, or otherwise works primarily with fingers rather than with the whole hand or arm. Needs to type on computer.

**Vision:**

- The vision requirements for this position are as follows: - Close vision (clear at 20 inches or less).
- Distance vision (clear at 20 feet or more).
- Peripheral vision (ability to observe an area than can be seen up and down or to the left or right while eyes are fixed at a given point).
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Communications: Individual must be able to clearly understand the English language and be understood while speaking the English language. Must be able to read and write proficiently in the English language. Ability to communicate both verbally and in writing in a clear and concise manner. Ability to testify in court. Multilingual skills including Spanish are an asset. .

Driving: Must be able to operate a motor vehicle.