

Job Description for County Caseworker 1 & 2

Conduct fact finding investigations & risk assessments in cases of suspected child abuse & neglect.

Obtain information from clients, members of their families, & others, & identify social, economic, emotional, health or physical problems & assist clients in obtaining a wide variety of services on the basis of established policy, regulations & statutes.

Provide protective & supportive services for abused or neglected children & adults.

Provide protective & supportive services for youth who are experiencing problems at home, in school or in the community, when the situation is deemed detrimental to their well-being or that of the community.

Provide casework services and/or arrange for counseling services to clients & members of their family to aid them in achieving a more satisfactory adjustment to their specific problems or situations.

Prepare documents & provide testimony in court according to agency procedure.

Participate in team meetings for the purpose of developing service plans to address the needs of children & their families.

Continually assess the progress of client service plans & revises plans to achieve goals and objectives.

Identify appropriate community resources for children & families & refer them to those resources, & advocate on behalf of client for service delivery.

Work collaboratively with social agencies, hospitals, clinics, courts, & other community resources.

Teach clients home & budget management, child/adult care, & parenting skills; & assist with housing, employment, recreation & living arrangements, as required.

Adhere to agency programs, policies, & procedures.

Attend staff meetings, individual & group supervisory conferences, & training programs designed to develop performance & case management skills which continuously familiarize staff with current methods & techniques in the field of child welfare services.

Document case activity in case records & complete social studies, case histories, correspondence, & reports according to applicable policies & procedures.

Perform standby duty as assigned & other related work as required.