

**JOB DESCRIPTION**  
**County Caseworker I**  
**Pike County Children and Youth Services**

**Essential Job Functions:**

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- **Conducts child abuse investigations, evaluates child for physical or emotional evidence of abuse, making referrals for medical or psychological assessments where necessary, assesses risk to victim and siblings if allowed to remain in home, initiates legal action when necessary, provides protective supervision services as required.**
- **Counsels, advocates and mediates children and families, implements and monitors family service plans and or safety plans with the engagement of families defining the nature of the issues and family strengths, makes referrals to other community resources, makes collateral calls and attends necessary meetings.**
- **Identifies resource home placement requirements and makes necessary arrangements as appropriate, prepares case chronology, social history, application materials, permanency and other documentation, meets with attorneys and testifies in court settings.**
- **Maintains contact with families, engages families to promote unification, arranges for medical, dental, and transportation for these purposes when necessary, conducts conferences with school personnel and meets with child to ensure safety.**
- **Investigates complaints and referrals of neglect or inadequate care of children, refers families to other service providers where possible, and maintains and updates case records.**
- **Performs intake procedures, gathers information from referral source and collaterals to identify the severity of problems and determine an appropriate risk level, complete required forms and maintains case records according to established procedures.**
- **Transports clients or arranges for transportation for necessary evaluations and treatment.**

- **Attends required training sessions or reads training material as requested.**

**Required Knowledge, 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 efficiently with adults and children who have social, economic, emotional or health problems.**

**Knowledge of 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 in 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 engage them to identify family strengths and concerns.**

**Ability to establish and maintain effective working relationships with clients, their families, other staff, outside agencies and institutions, and the general public.**

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

**Ability to adequately express ideas orally and in writing.**

**Knowledge of the organization and structure of the court, judicial and legal systems as they relate to County Child Welfare.**

**Ability to coordinate and schedule court appearances with clients, parents attorneys, witnesses, and others to provide testimony.**

**Ability to function independently and decisively.**

**Ability to maintain confidentiality in high pressure situations.**

**Ability to plan and organize work, prepare adequate records and reports, and set priorities.**

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

**Ability to express ideas orally and in writing.**

**Basic Knowledge of the requirements of a mandated reporter.**

**To uphold the federal and state standards, safety, permanency, well being and timeliness.**

**Minimum Training and Experience:**

**Caseworker 1: Bachelor's Degree in social work or related field, and one to two years of social services experience, or any equivalent combination of training and experience that provides equivalent knowledge, skills and abilities.**

**Caseworker Signature:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_