

**ONGOING CASEWORKER**  
**HIGHLAND COUNTY JOB AND FAMILY SERVICES**  
**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**  
JOB DUTIES in order of importance

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

- 40%     1.   Cases manages families whose children have been or are at significant risk of being abused or neglected; advocates for children through family unit; continuously assess the degree to which children safety is at risk; develops case plan with family and provides in-home casework services; provides casework services to children in placement and meets regularly with substitute care givers; makes referrals to community resource providers to access appropriate services; maintains regular contact with providers to ensure coordination and effectiveness of services; works with Foster Care Section staff to access appropriate placements and prepares children and families for placement; arranges regular visitation between guardians and placed children; works with Adoption Unit to prepare a child for adoptive placement.
  
- 30%     2.   Ensures the timely completion of required correspondence, forms, reports, and documents, such as: case notes and activity reports, case plans and updates, administrative case reviews; CAPMIS tools, social histories, procedural safeguards paperwork, situational reports, and SACWIS updates.
  
- 15%     3.   Attends and participates in necessary family team meetings, reviews, supervision and training, such as: Family Conferences, Placement Family Team Meetings Transfer Conferences, SAR, etc.
  
- 10%     4.   Completes complaint and other documents, reports, forms, etc., for Juvenile Court; attends all hearings and case reviews; explains the court process to client and witnesses; notifies clients, care givers and witnesses of hearing dates.
  
- 5.   Attends meetings and serves on committees, as directed; attends training and seminars, as directed.
  
- 6.   Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
  
- 7.   Demonstrates regular and predictable attendance.

**OTHER DUTIES AND RESPONSIBILITIES:**

- 5%     1.   Performs other duties as assigned.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*indicates developed after employment)

**Knowledge of:** County and departmental goals and objectives;\* County and departmental policies and procedures;\* government structure and procedures; generally accepting accounting principles; budgeting; interviewing; social work techniques; behavior modification techniques; child development; community resources and services; English grammar and spelling; records management; public relations; case management; foster care policies, programs, rules, and regulations; social services policies, programs, rules and regulations; human services administration; workplace safety; office practices and procedures.

**Skill in:** Typing; data entry; word processing; computer operation; computer programs (e.g., Microsoft Office, DJFS specific software, etc.); adding machine or calculator operation; use of modern office equipment.

**Ability to:** deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; understand most difficult classes of concepts; understand, interpret, and apply laws, rules, or regulations to specific situations; read, copy, and record figures accurately; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; prepare accurate documentation; copy records precisely without error; communicate effectively; understand a variety of written and/or verbal communications; handle sensitive inquiries from and contacts with officials and general public; conduct effective interviews; resolve complaints; develop and maintain effective working relationships; travel to and gain access to worksite.

**POSITIONS DIRECTLY SUPERVISED:**

None.