

County of Berks

POSITION DESCRIPTION FORM

Position Title: County Caseworker – 2nd Shift

Department: Children & Youth **Reports To:** Casework
(Title) Supervisor

Wage
Category: **Exempt** **Non-Exempt**

EEO-1
Category: Professional **Union**
Classification: PSSU

POSITION SUMMARY:

Investigate all types of suspected abuse, including physical, sexual, emotional and serious physical neglect, as well as reports of suspected general neglect during the second shift. Supplements Emergency Duty function of the agency. Work is performed in accordance with established State and County regulations, policies and procedures and employees are expected to exercise independent judgment and initiative. Work is reviewed by a County Casework Supervisor by reviewing individual caseworker's ability, compliance with regulations/procedures and time frames.

Caseworkers will carry a caseload of no more than fifteen (15) cases and will supplement the investigations being completed by other departmental staff, which requires work to be completed between the hours of 5 p.m. and 10 p.m., as availability allows. BCCYS Second Shift caseworkers shall be scheduled Monday, Tuesday, Wednesday, Friday or Monday, Wednesday, Thursday, Friday, 3 PM to 12 AM, and shall be on-call every other weekend. On-call shall be defined as Saturday 8 AM to Sunday 10 PM. Caseworkers shall also serve as back-up for the Emergency Duty caseworker during their regular work shift as availability allows and as assigned by supervisor.

Caseworkers will be expected to be available for Court, as necessary, and to attend staff meetings. Attendance at full-day trainings shall be in lieu of their regular workday.

Caseworkers shall be given first opportunity to work an ED shift in the event the second Emergency Duty caseworker is not available. The 2nd shift caseworkers shall rotate the first choice position, beginning with the most tenured caseworker.

POSITION RESPONSIBILITIES:***Essential Functions***

1. Obtains information from clients, members of their families, and others, necessary for the identification of social, economic, emotional, health or physical problems and for assisting clients in obtaining a wide variety of services on the basis of established policy, regulations and statutes.
2. Provides casework and counseling services to clients and members of their families to aid them in achieving a more satisfactory adjustment to their specific problems or situations.
3. Provides protective and supportive services for abused or neglected children and adults.
4. Prepares documents and provides testimony in court according to agency procedure.
5. Provides protective and supportive services for clients who are in situations detrimental to their well-being or that of the community, or who are undergoing treatment or hospitalization.
6. Participates in developing service plans to address the needs of clients and their families.
7. Continually assess the adequacy of client service plans and revises, when necessary to achieve goals and objectives.
8. Identifies appropriate community resources for clients, and refers and links them to those resources, advocating on their behalf.
9. Works collaboratively with social agencies, hospitals, clinics, courts and other community resources.
10. Teaches clients home and budget management, child care and parenting skills; and assists with housing, employment, recreation and living arrangements, as required.
11. Interprets agency policy.
12. Attends staff meetings.
13. Documents case activity.

MINIMUM EDUCATION AND EXPERIENCE:

1. One of the following is required:
2. One (1) year of experience as a County Caseworker I; and a satisfactory PER; and supervisory recommendation; and no disciplinary measures.
3. Successful completion of the County Social Casework Intern Program; and supervisory approval, and satisfactory PER; and no disciplinary measures.
4. A bachelor's degree with a social welfare major;
5. A bachelor's degree which includes or is supplemented by 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences and one year of professional social casework experience in a public or private social services agency;
6. Any equivalent combination of experience and training which includes 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences.
7. Successful interview and written sample.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of current social case management principles, techniques, and methods.
2. Knowledge of current social, economic, and health problems and resources and the recognition of their impact on the growth and development of people.
3. Knowledge of individual and group development and behavior and ways of working effectively with adults and children who have social, economic, emotional, or health problems.
4. Knowledge of the basic principles and methods of program interpretation and community organization.
5. Knowledge of social welfare policy and law as they relate to agency function and purpose.
6. Ability to work effectively with people and aid them to grow in the constructive use of their potential in adjusting to their specific problems.
7. 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.
8. Ability to conduct individual and family interviews and to use them to identify individual and family problems.
9. Ability to establish and maintain effective working relationships with clients, their families, other staff, outside agencies and institutions, and the general public.
10. Ability to plan and organize work, prepare adequate records and reports, set priorities, and maintain a caseload in an effective and timely manner.
11. Ability to interpret and apply relevant laws, regulations, and policies governing agency services.
12. Ability to adequately express ideas orally and in writing.
13. Ability to accept direction and supervision as well as the flexibility to change daily assignments on short notice.
14. Demonstrated proficiency in Microsoft Word and Excel.

PHYSICAL DEMANDS:

Occasional light lifting (under 40 pounds.)

WORKING ENVIRONMENT:

Office environment and various field locations as assigned.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.

ACKNOWLEDGEMENT OF RECEIPT OF POSITION DESCRIPTION

Signature of Employee

Date

Signature of Supervisor

Date