

County of Berks

POSITION DESCRIPTION FORM

Position Title: County Caseworker II – Resource Family Coordinator Traditional and Kinship

Department: Children and Youth Services **Reports To:** Caseworker Supervisor
(Title)

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

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

POSITION SUMMARY:

This is a social casework position in a public children and youth services agency. Employees in this class provide casework services to parents and children in an effort to help them attain a more satisfactory social, economic, emotional or physical adjustment. Employment of casework skills is important in order that essential information is obtained and utilized to counsel clients and members of their families. Work is performed in accordance with established regulations, policies, and procedures.

POSITION RESPONSIBILITIES:

Essential Functions

1. Screen inquiries including emergency care giver home studies.
2. Complete foster home approvals including temporary and provisional approvals.
3. Conduct individual and family interviews.
4. Conduct orientation training.
5. Conduct In-home interviews and complete home study for each family (references and clearances).
6. Notify resource parent of initial approval status upon completion of home study. Issue letter and certificate of approval on an annual basis upon completion of the re-evaluation.
7. Coordinate and oversee resource parent training needs and events.
8. Send monthly newsletter to resource parents informing them of upcoming training, policy reminders, as well as foster parent activities.
9. Maintain foster family files including record keeping of foster parent training participation and children placed in the family home.
10. Maintain statistics on foster families: monthly census lists, opening lists, active foster family lists, Emergency Duty list.
11. Act as an Agency representative at Resource Parent Association meetings including providing support in organizing resource parent activities.
12. Plan and organize resource parent appreciation banquet.

Effective Date 8/30/2016

Revision Date

13. Coordinate mentor system and assist foster parents in finding supportive respite care.
14. Assist foster care supervisor in updating the Resource parent policy and procedure manual.
15. Represent the Agency in Greater Lehigh Valley Foster Care Coalition and related activities.
16. Review monthly billing of foster parent expenditures.
17. Maintain in-person contact at least every other month with all foster families who have children place in their care.
18. Complete and track resource family annual re-evaluations.
19. Complete foster home studies for interstate compact and monitor cases as needed.
20. Provide emergency duty as needed.
21. Attend monthly coordinators meetings as well as quarterly meetings for all Agency foster care staff.
22. Coordinate resource parent CPR training.
23. Maintain, renew, and track resource parent Sam's Club memberships. Communicate with the Fiscal department to obtain payment for memberships.
24. Coordinate and organize resource parent mandatory meeting.
25. Arrange placements as needed while providing assistance to all departments to facilitate and maintain placements.
26. Identify children requiring placement at a medically fragile rate, attend monthly medical meetings, provide coordination services to the Medically Fragile Foster Care Coordinators, and assure all necessary services are in place for children with medical problems.
27. Schedule and notify caseworker and foster parents of ISP meetings.
28. Track clearance due dates in accordance with Act 160 and Act 179.
29. Register families with and update PAE information on the CY-131 form.

MINIMUM EDUCATION AND EXPERIENCE:

1. One of the following is required:
 - a. One (1) year of experience as a County Caseworker I; and a satisfactory PER; and supervisory recommendation; and no disciplinary measures.
 - b. Successful completion of the County Social Casework Intern Program; and supervisory approval, and satisfactory PER; and no disciplinary measures.
 - c. A bachelor's degree with a social welfare major;
 - d. 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;
2. 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.
3. Successful interview and written sample.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of the Child Protective Services Law, Juvenile Act, ASFA, foster care and administrative regulations (3130/3700) and agency policy and procedure manual.
2. Knowledge of current social case management principles, techniques, and methods.
3. Knowledge of current social, economic, and health problems and resources and the recognition of their impact on the growth and development of people.

4. 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.
5. Knowledge of the basic principles and methods of program interpretation and community organization.
6. Knowledge of social welfare policy and law as they relate to agency function and purpose.
7. Ability to work effectively with people and aid them to grow in the constructive use of their potential in adjusting to their specific problems.
8. Ability to work as part of a team and provide intervention for families as needed.
9. 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.
10. Ability to conduct individual and family interviews and to use them to identify individual and family problems.
11. Ability to establish and maintain effective working relationships with clients, their families, other staff, outside agencies and institutions, and the general public.
12. Ability to plan and organize work, prepare adequate records and reports, set priorities, and maintain a caseload in an effective and timely manner.
13. Ability to interpret and apply relevant laws, regulations, and policies governing agency services.
14. Ability to adequately express ideas orally and in writing.
15. Ability to accept direction and supervision as well as the flexibility to change daily assignments on short notice.
16. Demonstrated proficiency in Microsoft Word and Excel.

PHYSICAL DEMANDS:

Work involves walking, talking, hearing, using hands to handle, feel objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The employee must occasionally lift and/or move up to 40 pounds a distance of fifteen (15) feet or less.

WORKING ENVIRONMENT:

Office environment, and various field locations as assigned. Position may require overtime and scheduling flexibility to ensure the completion of required duties.

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.