

# County of Berks

## POSITION DESCRIPTION FORM

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Position Title: County Caseworker II

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

Wage Category:  Exempt  Non-Exempt

EEO-1 Category: Professional Union Classification: PSSU

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### 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. 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.

### ***Non-Essential Functions***

#### **MINIMUM EDUCATION AND EXPERIENCE:**

1. One of the following is required:
  1. One (1) year of experience as a County Caseworker I; and a satisfactory PER; and supervisory recommendation; and no disciplinary measures.
  2. Successful completion of the County Social Casework Intern Program; and supervisory approval, and satisfactory PER; and no disciplinary measures.
  3. A bachelor's degree with a social welfare major;
  4. 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 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:**

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.

*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.*

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**ACKNOWLEDGEMENT OF RECEIPT OF POSITION DESCRIPTION**

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*Signature of Employee*

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*Date*

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*Signature of Supervisor*

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*Date*

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