



County of Berks POSITION DESCRIPTION FORM

Position Title:	Treatment Caseworker		
Department:	Berks County Jail	Reports To: (Title)	Treatment Supervisor
Effective Date:	September 1, 2003	Revision Date:	January 27, 2021
Wage Category:	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt	
EEO-1 Category:	Professional	Union Classification:	PSSU

POSITION SUMMARY:

The Treatment Caseworker conducts intake interviews and assessments. Conducts orientation for newly committed inmates. Conducts case-management, which may include performing classification assessment and reassessments, institutional parole summaries, writing referrals, visitation schedules, and networking on behalf of inmates.

POSITION RESPONSIBILITIES:

Essential Functions

1. Conducts intake interviews, assessment, and screens, which may include the Level of Service Inventory, completes referrals to appropriate programs and services after assessment, and completes classification of inmates within the first 48 hours of admission.
2. Provides orientation to newly committed inmates within the first 48 hours of admission.
3. Organizes, gathers, and creates paperwork for inmate files, and tracks which inmates need completed intakes.
4. Addresses inmate concerns through case-management on units, which may include completing institutional parole summaries and completing classification reassessments.
5. Serves as liaison to community service providers, which may include parole authorities, court officials, and treatment service providers.
6. Performs data gathering, record keeping, and limited clerical functions as required, which may include casework notes and reassessment schedules.
7. Collects and date stamps communication forms from units and distributes answered communication forms to inmates.
8. Completes any other duties as assigned by the Deputy Warden of Treatment, Clinical Supervisor, or Treatment Supervisor.

Non-Essential Functions

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of counseling theories.
2. Awareness of multi-cultural issues in counseling.
3. Ability to communicate effectively both orally and in writing.
4. Ability to prioritize and organize multiple tasks to meet deadlines.
5. Ability to handle and operate personal computers, copiers, printers, radios, keys, telephones, and other office equipment.
6. Ability to work independently on a variety of duties.
7. Ability to train new staff in all duties of treatment caseworker.
8. Ability to oversee and train interns in all duties of treatment caseworker.
9. Ability to meet all employment criteria established by the Berks County Jail System, which may include job interview, urine drug screen, physical/health assessment, criminal background check, aptitude assessment, psychological assessment and interview by psychologist.
10. Ability to meet standards established by the PA DOC in PA Code Title 37.
11. Knowledge of the ethical standards as outlined by the American Psychological Association.
12. Ability to handle stress.
13. Physical presence in the office is required.

MINIMUM EDUCATION AND EXPERIENCE:

- Bachelor's degree in Psychology, Counseling, Social Work, or other closely related field. Degree must be obtained from an accredited college or university.
- One (1) year of documented experience in an agency of government setting.
- Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

PHYSICAL DEMANDS:

- Ability to lift and carry files and documents weighing up to and including sixteen (16) pounds.
- Ability to ambulate frequently from one end of the jail to the other departments and units.
- Ability to stand for periods up to two (2) hours.
- Ability to sit for periods up to two (2) hours.
- Ability to pull and open grill gates and unit doors.
- Ability to reach overhead at a full arms length.

WORKING ENVIRONMENT:

- Requires working within the confines of a secure jail.
- Requires working in loud, small, and not private work spaces.
- Requires working in an environment where personal safety may be of concern.
- Requires working in an environment where there is possibility of foul odors.

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
