

**COUNTY OF CARBON
JOB ANNOUNCEMENT
NON-UNION**

BULLETIN 5

POST DATE: January 9, 2023

APPLICATION DEADLINE DATE: Until Filled

Applicants need to contact Children & Youth Services

Attn: Audrey Alvarado (570) 325-3644 or aalvarado@carboncounty.net

For information on how to apply.

POSITION: County Caseworker I (Multiple positions available)

DEPARTMENT: Children & Youth Services

RATE OF PAY: \$19.21 per hour

HOURS WORKED: 8:00 a.m. – 4:30 p.m. (8 hr day)

BENEFITS: Highmark BC/BS, Vision, Delta Dental and Life Insurance. (First of the month following sixty (60) calendar days)
County Retirement Plan. Aflac, optional.
Paid time off – Holiday from start. Vacation, Sick, Personal (after completion of six (6) month Initial Employment Period)

OVERALL OBJECTIVE OF JOB: This position will be responsible to provide for the safety and protection of children of all ages; children and/or youth and adolescents and families experiencing difficulties; and provide an effort to facilitate growth, behavioral and emotional improvements to those individuals and their families, and to maintain current and accurate documentation and records of clients and services.

QUALIFICATIONS:

Education/Training: A bachelor's degree which includes or is supplemented by successful completion of 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences.

Work Experience: Two years of experience as a County Social Services Aide 3 and two years of college level course work which includes 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences. Or any equivalent combination of experience and training.

ESSENTIAL FUNCTIONS OF JOB:

1. Receives reports on suspected child abuse from a Casework Supervisor and begins the investigation into the alleged allegations.
2. Determines the safety of all children in the home and develops a safety plan if necessary.
3. Documents details of the investigation in the computerized case management system and enters all contacts with the family and children.
4. Assures that all children in the home are receiving appropriate medical care and educational needs are being met.
5. Assists the family with making appointments and arranging for transportation if needed.
6. Determines if services are needed for the children and family and makes referrals for services as necessary.
7. Maintains regular contact with clients throughout the investigation period.
8. Meets with Casework Supervisor to review findings and decide if services are needed in the home.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential job duties.
2. Must possess effective communication and interpersonal skills.
3. Must possess initiative and problem solving skills.
4. Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.
5. Must possess ability to maintain confidentiality in regard to client information and records.
6. Must possess ability to operate personal computer and related software, to type and utilize other office equipment and to prepare required reports.
7. Must possess ability to make accurate observations and documentation of same in regard to clients' needs and make determinations of risk assessment.
8. Must possess the academic knowledge and some skill in promoting therapies and social service work and skills with children and youth.
9. Must possess knowledge of child development and the ability to conduct risk assessment and investigations.
10. Must possess ability to provide structured and unstructured life skills instructions and guidance to clients as needed.
11. Must possess the ability to express empathy and understanding to all clients.
12. Must be able to interact effectively with children and youth, department staff, counselors, attorneys and the courts and other agencies.
13. Must have knowledge of the judicial and court system as it relates to child services.
14. Must have transportation available for work-related travel.

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WORKING CONDITIONS:

1. Works indoors in adequate workspace, lighting, temperatures, and ventilation.
2. Works with average indoor exposure to noise, but subject to frequent disruptions and stress.
3. Normal indoor exposure to dust/dirt in office; varies in client's homes.
4. Periodically works beyond normal work hours or on-call or on as-needed basis.
5. Works in conditions of potential outbursts or disruptive behavior of clients.
6. Travels frequently during all seasons and is exposed to outdoor elements, including snow and icy roadways.

PHYSICAL/MENTAL REQUIREMENTS:

1. Must possess the ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, reaching and driving as necessary to carry out essential duties of job.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carry out duties of job.
4. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten pounds and occasionally requires lifting child or objects weighing about 30 to 40 lbs.
5. Must demonstrate emotional stability.
6. Must be able to cope with the physical and mental stress of the position.
7. Must be able to physically and mentally react quickly in the event of a disturbance or physical outbreak.
8. Must be able to pay close attention to details and concentrate on work.

EQUAL OPPORTUNITY EMPLOYER