



Child Welfare Caseworker

ACCOUNTABILITIES: Begin to develop and the ability to demonstrate a full complement of beginning casework skills needed to provide services to abused, neglected, and dependent children and their families. To demonstrate that personal casework practice is reflective of critical philosophies and responsibilities concerning, but not limited to, confidentiality, professionalism, cultural competency, family-centered, neighborhood-based (FCNB) services, child safety, social work ethics, family integrity, and timely permanency for children.

ESSENTIAL DUTIES:

Learns the fundamentals of child welfare casework practice through a variety of methods including classroom instruction and discussion, role plays, field observations, participate in training through RTC and other on-the-job activities, videos/films, community assignments, computerized instruction, etc. Demonstrates an understanding of class material and caseworker responsibilities through a variety of transfer of learning assessments including tests, one-on-one and class questions and answers, feedback on field assignments, etc.

Demonstrates interpersonal skills and behaviors that are appropriate for the helping professions. Develops engagement skills effective for working with involuntary clientele. Utilizes a fundamental understanding of culture and its function in human behavior and society to provide services that are sensitive to cultural differences. Demonstrates a commitment to further development of culturally-competent casework practice. Develops the ability to clearly communicate—verbally and in writing—and develops/displays good active listening and interviewing skills. Develops cooperative working relationships with families, caregivers, other professionals, co-workers, and other Agency staff.

Uses effective information-gathering skills (i.e. observation, interview, records review, CAPMIS tool, etc.) to diagnose child safety issues. Plans a logical series of steps to isolate family problems and solutions related to child maltreatment. Identifies appropriate case plan services available within the Agency and community. Assists families and caregivers in obtaining services. Drives extensively to/from client's home, agency and other facilities related to maintaining appropriate and adequate services to families.

Demonstrates an ability to use a variety of computerized and other information/communication systems: SACWIS and/or LCCS client records, case notes, case plans, payroll/timesheet records, mileage reports, email, intranet, electronic calendaring/itineraries, etc. Keeps records in accordance with Agency and federal/state mandates. Ensures that case notes contain essential information and are timely entered.

Learns activities performed, and processes/systems used, during the life of a CA/N case: home visits, family case conferences, administrative and case reviews, court hearings/testimony, supervisory case conferences, family team meetings, relative home studies, foster and adoptive placements, protective day care, criminal record checks, etc.

NON-ESSENTIAL DUTIES:

Performs other related duties as assigned by Supervisor.

ESSENTIAL BEHAVIORS: Ability to engage and develop positive relationships with others. Displays the ability to sensitivity and empathy (ethical dilemmas). Good time management, prioritization, organization, and crisis intervention skills. Make sound judgments using problem-solving skills. Comfort in working in the community with at-risk families and in a variety of home environments. Ability to effectively manage job stress and adapt to a constantly changing work environment. Open-minded and non-judgmental. A willingness to learn and accept constructive criticism.

MINIMUM QUALIFICATIONS: Bachelor's degree in social work or a related field required. Valid driver's license, automobile insurance and reliable automobile required. Personal cell phone for work use required. Personal computer skills required. Ability to work a flexible schedule. Ability to work effectively in cross-cultural situations required.

As an Equal Opportunity Employer, we are committed to a diverse work force.