

Date Posted: 7/30/2015
Department: Health and Human Services
Job Title: Human Services Caseworker
Location: Kiowa, CO
Salary: \$3,258-\$4,691
Applications accepted until: Filled
Elbert County is an Equal Opportunity Employer
If interested, please submit applications and resumes to:
Elbert County Government
215 Comanche St., PO Box 7, Kiowa, CO 80117
Or email: dianna.hiatt@elbertcounty-co.gov
For more information, please call 303- 621-3150

Elbert County Government

Human Services Caseworker

Department: Health and Human Services
Date: 6/15/2015

Salary: \$ 3,258 – \$ 4,691 per month
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES:

This position performs a full range of intake and ongoing casework functions in the area of child abuse and neglect, youth-in-conflict and adult protection cases. Caseworkers emphasize safety, well-being and permanency of children and adolescents and safety and well-being of at-risk adults.

Examples of Job Duties:

- Conducts investigations, including after hours and weekends of alleged abuse and neglect; determines if situation warrants departmental intervention; supervises placement of children and youth in out-of-home care; coordinates parent/family/child visits; and determines when and if to recommend that children return to the home.
- Develops effective case plans and assures services to families addressing parenting skills, family conflict resolution, parent-child relationships and problems with the community to assess safety and obtain permanency. Assesses any new child abuse or re-abuse complaints and provides crisis intervention in these situations.
- Provides intake assessment and evaluation, secures therapeutic intervention and preventative services as appropriate, and case planning for child and adult protection concerns and youth-in-conflict cases.
- Determines the need for recommending out-of-home placement of children/youth for safety purposes. Locates placement appropriate for children's/youth's needs. Monitors children's/youth's progress in placement.
- Makes collateral contacts with community resources such as law enforcement and medical personnel to obtain additional information, coordinate services or secure their assistance.

- Produces a variety of program and case documentation including court reports, case plans, treatment plan recommendations, contact notes, assessments, etc.; develops case file information; completes all required forms and writes correspondence.
- Gathers and consolidates background information to present as documentation for court hearings, as progress reports in judicial reviews, or as summaries in facilitating appropriate placements.
- Provides information on available services and/or makes appropriate referrals to families for services such as life skills training, child care assistance, financial assistance, health needs (physical and mental).
- Participates in collaborative staffings with school personnel, treatment providers, legal professionals, and other professionals involved with the family members.
- Attends court hearings; confers with lawyers, children, parents, witnesses, and significant others in reference to their respective roles. Attends various staffing and meetings. Testifies in court hearings as necessary.
- Conducts in-depth assessments of at-risk adults, or adults unable to protect their own interests and determines case plans with involved parties. Assures State regulations are met involving the handling of these cases and promotes family involvement. Facilitates guardianships when adult's situation warrants.
- Utilizes computer and other technology for required case documentation and communication.
- Performs other duties as assigned

KNOWLEDGE/SKILLS:

- Ability to demonstrate a thorough knowledge and understanding of social casework principles, practice, concepts and ethics including diagnostic assessment methods, interviewing skills, techniques of effecting change in behavior, child/adolescent development, child abuse and neglect dynamics, sexual abuse dynamics, and therapeutic approaches.
- Ability to utilize current technology with proficiency in document/file management, word-processing, data- base management, email usage and internet browsers. Ability to learn various applications.
- Ability to apply critical thinking to decision making, problem solving and accomplishing tasks.
- Ability to problem-solve quickly in challenging situations
- Ability to work collaboratively with the diverse system of professionals who work with children, teens, adults and families such as legal, school, medical, mental health, substance abuse and disability service providers.
- Ability to use tact, discretion, initiative and independent judgment within established guidelines.
- Ability to diffuse hostile and potentially unsafe situations.
- Ability to prioritize within a diverse, demanding caseload.
- Ability to communicate effectively both verbally and in writing.
- Ability to be flexible, creative and use sound judgment;
- Ability to testify in court and make sound judgments and recommendations regarding children, teens, families and adults at risk.
- Ability to deliver effective customer service and communication skills in a professional manner to a diverse client base, with varying emotional, physical, developmental and socio-economic backgrounds and varying cultural and/or religious beliefs.

- Ability to read, analyze and interpret and communicate complicated and technical statutes, regulations, policies, procedures and protocols.
- Ability to use tact, discretion, initiative and independent judgment within established guidelines.
- Ability to work in a high volume, high stress environment.
- Ability to safely drive an automobile or van on public roads and highways.

RESPONSIBILITY:

Incumbent reports to and works under the general supervision of the Child Welfare Supervisor. Work is reviewed periodically for results obtained. Although decisions must be compatible with the available guidelines and laws, considerable judgment must be exercised in the more difficult cases. The supervisor makes all critical decisions. Close, detailed supervision is provided before and during the course of work. Incumbent keeps supervisor informed of the progress of each case.

Detailed instructions are often received from the supervisor normally when cases are assigned and during the progress of cases, which involve extensive assessment. Work is reviewed for compliance to procedures, methods, general conclusions, final results and accuracy on a regular basis through staffings and supervisory reviews.

The work impacts a large portion of the county both by providing a service in the community interest to a complex case load involving a variety of program areas, improving family functioning, and potentially avoiding the need for intervention of other community agencies. Errors in judgment such as assessing the need for protection could result in injury or death of a client.

PERSONAL WORK RELATIONSHIPS:

This position requires contact and professional communications with children, youth and family members; legal, medical and mental health professionals; members of the judicial system; school personnel and community organizations; foster parents and other members of the department and county government.

EDUCATION, EXPERIENCE AND CERTIFICATIONS:

Education: Bachelor degree in one of the human behavioral science fields as required by the Colorado State Department of Human Services

Certification(s): Colorado Child Welfare Training Academy and Adult Protection Training Academy Certifications are requirements for this position (may be completed after hire).

ADDITIONAL REQUIREMENTS:

- Must possess and maintain a valid Colorado Driver’s License and acceptable motor vehicle record
- Must be able to pass a criminal background check
- Must have completed or will be completing the Colorado Pre-Service Training Academy
- Bilingual a plus

PHYSICAL EFFORT, WORK ENVIRONMENT:

Considerable travel is required in order to make home visits and to visit foster parents and children in placement. Incumbent is required to attend meetings and trainings within the county and state as necessary. Additionally, appearances at court and legal proceedings are required. Remainder of work is

performed in a standard office environment. Incumbent may encounter angry, hostile clients, verbal abuse, and unsafe conditions in homes.

The following are some of the physical demands commonly associated with this position.

Driving:	Frequently
Balancing:	Frequently
Bending/Stooping:	Frequently
Twisting:	Frequently
Squatting/Crouching:	Occasionally
Kneeling:	Occasionally
Crawling:	Occasionally
Climbing Stairs:	Occasionally
Climbing Ladders:	Occasionally
Reaching:	Frequently
Standing/Walking:	Frequently
Lifting:	Occasionally

Lifting: 1 lb. minimum/30 lbs. maximum

Carrying: 1 lb. minimum/30 lbs. maximum

Push/Pull: 1 lb. minimum/30 lbs. maximum

Probation Period:

Initial 6 months with potential of one 6 month probationary period extension based on Supervisor recommendation and Director approval.