

## UNION COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:           CASEWORKER II**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform basic social service and case management duties for children and youth in the County, including intake services, child abuse/neglect investigations, foster placements and ongoing case supervision.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Performs intake procedures; gathers information and assesses case severity; conducts unannounced initial assessments of homes and families; evaluates home conditions, parenting ability, mental stability of caregivers, adult and child functioning and overall stability of home; assesses needs of the children and parents/caregivers; conducts urine drug screenings; identifies the most appropriate Agency and community services, and refers to services; implements safety responses, services, and actions as required to mediate safety threats; completes Due Process paperwork for Safety Plans and attends Due Process Hearings; refers to and attends Rapid Response Family Meetings, Family Group Decision Making Conferences, and Plans of Safe Care Meetings (for infants affected by drugs/alcohol), completes required forms and records.

Conducts child abuse and neglect investigations; interviews alleged victims and perpetrators; evaluates child for abuse, danger in staying in home; documents findings; makes appropriate referrals for medical and/or psychological assessment; consults and collaborates with law enforcement; participates in Multi-Disciplinary Investigative Team (MDIT) Meetings and Multi-Disciplinary Review Team (MDRT) Meetings; initiates procedures including legal action to protect child.

Provides protective supervision, casework and counseling services; develops family service plan; assess and refer families for family group decision making; conducts urine drug screenings; refers clients to community services; participates in GPS Case Review Team Meetings; screens and assesses for Human Sex Trafficking and reports runaway children to the National Center for Missing and Exploited Children hotline; identifies client placement requirements and makes appropriate arrangements.

Completes case management functions in the Child Accounting and Profile System (CAPS). Functions include, but are not limited to: enters GPS referrals and CPS reports (Incidents); enters Pre-Intake reports; enters family member's demographic information; opens/closes GPS/CPS/FC placements and removal information; completes Safety Assessments, Safety Plans, Risk Assessments, GPS Outcomes, Family Service Plans and Reviews, CY104 forms, CY 48 forms, and Child Permanency Plans; enters case dictation/contact documentation; and produces letters.

Completes case management functions in the state-wide Child Welfare Information System (CWIS) to include conducting person and referral searches, and performing ChildLine clearance checks.

Provides related services; purchases emergency other essential items for client use; arranges medical, dental and optometric care for clients; assists with transportation, maintain confidentiality, etc.

Conducts emergency foster care caregiver assessments; conducts initial and ongoing assessments of foster placements, including kinship placements; evaluates appropriateness and safety of homes; gathers and reviews information; maintains all related documentation.

Maintains regular contact and engagement with clients, families (including non-custodial parents), attorneys, school personnel, police departments, medical care providers and other interested/involved parties; conducts family finding activities which include searches, interviews, and mapping; maintains high-level knowledge of drugs and drug culture; explains and interprets client and family member rights, legal petitions, service plans, and client progress; answers questions/concerns; compiles information from various interested/involved parties; conducts case progress conferences; supervises and/or monitors visitation between parent(s) and child(ren).

Prepares all case related documentation, including case chronologies, social histories, family service plans and amendments, correspondence, case notes, reports and other required documentation as required by local, state or federal policies.

Participates in on-call rotation. Conducts emergency evaluations and takes appropriate action; contacts appropriate authorities for law enforcement intervention or emergency court order; arranges emergency foster care placement as needed.

Participates in various meetings; schedules and/or attends permanency planning meetings, individual service plan team meetings, treatment team meetings, staffing, hearing prep meetings, etc.

Participates in court ordered activities; attend dispositional/permanency hearing; provides testimony; conducts court-ordered adoption or custody studies; gathers and presents information for dependency petitions, adjudication, disposition and permanency reviews, refers to the Interstate Compact for the Placement of Children (ICPC) when seeking placement with relatives out of state; uploads and receives ICPC reports via DocuShare; provides courtesy supervision for out-of-state children placed in our County and gathers information regarding the Indian Child Welfare Act (ICWA) and if needed; contacts the Native American Tribes to confirm membership.

Prepares or completes various forms, reports, correspondence, charts, spreadsheets, intake and update forms, safety assessments and plans, risk assessments, interstate compacts, foster care forms, family service plans and amendments, health information, or other documents.

Receives various forms, reports, correspondence, logs, policies, procedures, directories, reference materials, bulletins, medical records and reports, academic records and reports, psychological reports, legal briefs, police reports, training manuals, drug test results, internet, policies and procedures, rules, regulations, codes, ordinances and laws, safety assessment manuals, out of home care manuals, or other documentation; reviews, completes, proofreads, processes, forwards or retains as appropriate.

Communicates with supervisor, County employees, children, parents and guardians, attorneys, school personnel, therapists, medical personnel, law enforcement personnel, outside agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new products, methods, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Operates a personal computer, general office equipment or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

## **ADDITIONAL FUNCTIONS**

Assists in coordination and distribution of holiday and school charity programs.

Performs other related duties as required.

## MINIMUM QUALIFICATIONS

Bachelor's degree in Social Work, Psychology, Human Services or related field; supplemented by two (2) year(s) of experience in social work or case management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Pennsylvania driver's license. Must possess and maintain the following certifications: Child welfare direct service worker.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to assist persons by action or interaction in carrying out specialized medical, therapeutic, counseling, or related procedures.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, fumes, unsafe structures, traffic hazards, dim lights, toxic agents, animal/wildlife attacks, animal/human bites, violence, disease, or rude/irate customers.

*Union County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*