

JOB DESCRIPTION

1. Name of Employee (Last, First, MI)		2. Employee Number	Position Number
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3. Department MCCY	Bureau Y745	Division	Headquarters	Organization Code
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4. Class Title Intake Caseworker	Working Title	Class Code
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5. Regular Work Schedule		Position is:															
Start Time: <input type="text" value="8:30am"/>	Lunch Length: <input type="text" value="1 HR."/>	<input checked="" type="checkbox"/> Full-Time	<input checked="" type="checkbox"/> Permanent														
End Time: <input type="text" value="5:00pm"/>	Hours/Week: <input type="text" value="37.5"/>	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary														
Days Worked (check all that apply):		Reports to: Class Title Casework Supervisor															
<table border="1"> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td> </tr> <tr> <td></td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td></td> </tr> </table>		S	M	T	W	Th	F	S		X	X	X	X	X		Explain any schedule variations:	
S	M	T	W	Th	F	S											
	X	X	X	X	X												

6. Describe the work assigned to this position, listing the critical duties and responsibilities first. Explain work in familiar terms and include machines or equipment used. Use additional paper if needed.

Position is that of a caseworker responsible to investigate and process referrals of a general nature and those of child abuse, responsibilities include:

- Investigate reports of child abuse as per Child Protection Services Law. Standards: As specified in child Protective Services Law.
- Receive, categorize, prioritize, and investigate all general agency referrals. Standards: Begin and complete investigation within the agency's time limits and per procedure manual. Keep on going, accurate, detailed dictation of investigation.
- Schedule and / or attend conferences, meetings, staffings and case reviews of client on your caseload. Standards: Thoroughly search for all appropriate resources to recommend to receiving unit. Research sources include but are not limited to: Multi-Disciplinary Team, Placement/Movement, CASSP, and staffings. Document recommendations.
- Read, review and be knowledgeable of Child Protective Services Laws and Amendments.
- Standards: Maintain and investigate child abuse reports as mandated by law.
- Attend training seminars and conferences pertinent to your position as recommended and approved by your supervisor. Standards: At least 20 hours per year and as per requirements of Child Protective Services certification and re-certification.

- Perform related work as required.
- Use of personal vehicles required with monetary reimbursement.
- Be willing to work flexible hours and be available for emergencies.
- Must be available for On-Call
- Travel is required.

7. Briefly describe how work is assigned to this position and how the work is reviewed.

Cases are processed at intake level, reviewed at placement/movement committee, assigned by supervisor.

8. If this is a supervisory position, briefly describe how work is assigned to subordinate personnel and how their work is reviewed. (If this is not a supervisory position, leave blank.)

9. Attach an Organizational Chart identifying all reporting relationships for this position.

CERTIFICATION

I certify that to the best of my knowledge all statements contained within the job descriptions are correct: This job description consists of ___ pages. (count this form as 1 page)

Employee's Signature _____	Class Title _____	Date _____
Immediate Supervisor's Signature _____	Class Title _____	Date _____
Reviewing Officer's Signature _____	Class Title _____	Date _____

