

# JOB DESCRIPTION

1. Name of Employee (Last, First, MI) Ongoing Unit	2. Employee Number	Position Number L0623 & L0624
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3. Department Monroe C & Y	Bureau Y745	Division	Headquarters	Organization Code
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4. Class Title County Caseworker	Working Title County Caseworker	Class Code L0623 & L0624
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5. Regular Work Schedule	Position is:
Start Time: <input type="text" value="8:30"/> Lunch Length: <input type="text" value="1.0"/>	<input checked="" type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Permanent
End Time: <input type="text" value="5:00"/> Hours/Week: <input type="text" value="37.5"/>	<input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary

Reports to: Sherry Bradshaw Tara Cioni Mike Perez	Class Title Casework Supervisor
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Days Worked (check all that apply):

S	M	T	W	Th	F	S
	X	X	X	X	X	

Explain any schedule variations:

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.

**DEFINITION:**  
Ongoing Services is a program designed to service family units in crisis. Such families whom may be experiencing difficulties which manifest themselves in potentially dangerous, abusive, or neglectful behaviors. Children in these families are put at risk of out of the home placement due to these conditions:

1. The child(ren) is at high risk of being placed out of the home or
  2. Child(ren) are placed out of the home with the goal of reunification.
  3. If the goal of reunification is unreachable then implementing a permanency plan for the child(ren)
- An Ongoing worker is on-call 24 hours a day to provide practical help, individual or family counseling, and crisis intervention.

- GOALS:**
- Continually assessing the safety of the child(ren) in their appropriate setting such as in their own home, foster/kinship care home for children placed out of the home, school, office, other facilities.
  - Reduce or remove the risk of placement or a return to placement of the child(ren) by concentrating on the strengths of the family and reducing negative interactions taking place within the family unit.
  - Take Emergency Protective Custody of children if deemed necessary due to the children being at imminent risk.
  - Coordination of outside community services such as mental health, drug and alcohol treatment, and services improving upon parenting skills.
  - Continually addressing permanency for the children who are placed out of the home by adhering to concurrent planning and ASFA.

- UNIT DIRECT SERVICES:**
- Crisis Intervention
  - Family Preservation
  - Individual Counseling
  - Family Counseling
  - Life Skills Training
  - Parenting Skills Training

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- Information and Referral for Housing and Employment
- Liaisons to the Schools
- Referrals for Youth and Parent Advisors
- Facilitation of Drug and Alcohol Evaluations including administering random urine screens

CASEWORKER RESPONSIBILITIES:

- Develop with the families goals and objectives of the Family Service Plan/Placement Amendment
- Provide Direct and Indirect Service for the Family
- Obtain and coordinate services – Legal, Educational, Housing, Employment, Welfare, SSI, and/or Medical benefits for the identified children and family members
- Attend Court hearings – prepare petitions, testify, identify and prepare witnesses, coordinate testimony while consulting with client, manager, supervisor, guardian, and attorneys
- Conduct weekly to biweekly safety assessments of the child(ren) in the appropriate settings, ie home, school, office, interagency, etc.
- Outline the ongoing occurrences of the case and progress by providing typed dictation in the file
- Completing a Risk assessment every six month or/and when there is a change in placement or/and within the family dynamics
- Prepare cases for review and discussion at unit meetings and permanency committee meetings if applicable
- Liaison with Foster Parent Unit and when appropriate, the foster parents directly, to develop a plan to ensure that goals are met in a timely fashion
- Prepare IOM Forms, TANF Forms, IV-E documents, and AFCARS
- Implement and Facilitate Support Services for clients, including but not limited to:
  - \* Advisor Program
  - \* Referrals to Parenting classes or/and parent advisor
  - \* Community Agencies such as HUD, DPW, MH services and D&A treatment facilities
  - \* Psychological Assessments and/or services
  - \* Advocacy for client with school and other community services
  - \* Legal services
  - \* Being a participant at IEP meetings to meet educational needs, or/and interagencies meetings
  - \* Attend all mandated trainings and other courses as required
- Performs related work as requested by the direct supervisor or/and Program Manager
- Travel is required
- Caseworker will be required to use their vehicle if the county vehicle is not available in the daily course of employment

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

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.)

N/A

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 _____

