

Position: Caseworker I

Applicants must apply on the Civil Service Website
[Employment \(pa.gov\)](#)

You may contact Nicole Patkalitsky, CYS Director with any questions
Phone: 717-248-3994

*****Job description on following pages*****

IDENTIFYING INFORMATION:

Mifflin County
Children and Youth Services

Job Description

Last Name	First Name	MI	Employee Number	Position Number

Job Title	Job Code	Working Title
Caseworker		

Department	Organization	Organization Code
	Children and Youth Services	

Supervisor's Last Name	Supervisor's First Name	Job Title	Position Number

Start Time	End Time	Hours/Week	Days Worked (Check all that apply)						
8:00 AM	4:00 PM	36.25	Sun	Mon	Tues	Wed	Thu	Fri	Sat
				X	X	X	X	X	

POSITION PURPOSE:

Implementing initial action plans on new Intake calls, conducting follow-up visits and review of existing cases, conducting CPS investigations, and assuring clients have access to service providers.

To provide and/or coordinate services and goals for families to help strengthen and stabilize the family unit to prevent out of home placement and to work cooperatively with families to ensure the safety of children, while encouraging healthy family environments, so that the family unit may remain intact.

To provide and/or to coordinate services and goals for families and to monitor family progress thus helping to strengthen and stabilize the family unit in an effort to reunite child(ren) with their families and to provide some permanency for the child(ren) while in placement (foster care, residential treatment or pre-adoption care) for whom reunification is no longer an option through adoption or Subsidized Permanent Legal Custodianship (SPLC).

DESCRIPTION OF DUTIES:

1. Make initial contact with new client by telephone, home, school and office visits.
2. Implement initial action plan with new cases.
3. Visit each child in foster home, facility, etc. at least once each 30 days.
4. Conduct client visits at least once every 30 days in a variety of settings.
5. Provide emergency response to clients.
6. Transports child(ren) to placement (foster homes, institutional facilities).
7. Visit home of biological parents once every 30 days.
8. Conduct unannounced home visits and lifestyle checks to the home of biological parents
9. Develop Family Service Plans and develop/implement Child Permanency Plans to meet the needs of the child and family.
10. Review the Child Permanency Plan monthly with the family.
11. Conducts court ordered supervised visits between child and parents.

12. Observe and monitor supervised visits at least once per month and document observations.
13. Conduct monthly staffing to receive case manage from supervisor.
14. Attend court hearings for child(ren) placed in emergency custody of the agency that will be moving directly into placement.
15. Prepare documentation and court summaries; attend dependency review hearings once every 5 months; attend court hearings when necessary.
16. Provide court testimony.
17. Conduct Intake screening when needed.
18. Attend or participate in Individual Education Plan/Individual Service Plan/Multi-disciplinary Treatment Team Meeting meetings, etc.
19. Contacts various service providers to arrange for them to work with clients.
20. Identify/recommend/refer to provider services for families and monitor family progress.
21. Maintain open communication with service providers to obtain information.
22. Work collaboratively with service providers and team members in the community.
23. Conduct risk and safety assessments and implement safety plans when appropriate.
24. Conduct drug screenings, pill counts, and confirmation of prescriptions.
25. Communicates with clients to schedule visits, meetings, etc.
26. Inputs case notes.
27. Work openly and collaboratively with families.
28. Maintain awareness of agency policies.
29. Mentor new caseworkers as requested.
30. Maintain family file in accordance with State and Federal Regulations.
31. Update CAPS database with new address, contact info, etc. on existing cases.
32. Conducts investigations on report of alleged child abuse.
33. Collaborates with law enforcement and DA on investigations.
34. Coordinates forensic interviews with child advocacy centers.
35. Participates on Multi-Disciplinary Team Meetings.
36. Performs 24 hour on-call duty multiple times a year.
37. Maintains currency on child and youth policies and procedures.
38. Participate in agency development teams as needed.
39. Other duties as assigned.

DECISION MAKING:

Conducting case management process including developing Family Service Plan/Child Permanency Plan, scheduling appointments, visiting clients, establishing service provider options for clients; writing court summaries, and approval of specific privileges for child(ren) in placement such as phone privileges and day passes. Recommend transfer, placement, reunification, removal of parental rights, or closing case to supervisor.

REQUIREMENTS PROFILE:

A bachelor's degree which includes or is supplemented by successful completion of 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences.

Stay current on State and Federal regulations regarding child welfare laws.

Training and/or equivalent experience in case work and child welfare laws and regulations.

Must be a compassionate, dedicated individual who cares about their job, children and families.

Excellent communication and organizational skills including strong writing, listening and speaking skills.

Excellent time management skills and possess the ability to prioritize.

Computer literate with knowledge of MS Word, Excel, and Access

Strong interpersonal skills.

Pass Pennsylvania Civil Service Exam

Must have valid PA automobile operator's license.

Able to pass pre-employment drug test.

Maintain 20 hours of continuing education per year once completing Direct Service Work Certification

ESSENTIAL FUNCTIONS:

Work at computer

Make assessments on child(ren)'s safety and risk levels

Travel to different sites to visit children/families.

May occasionally be exposed to unsanitary conditions in client's homes.

May be exposed to unsafe environments while visiting with clients.

X	Reading-Complex
X	Writing-Complex
X	Clerical
X	Basic Math Skills
X	Judgment/Decision Making

X	Vision		
X	Hearing		
X	Lifting	# Pounds:	
X	Carrying	# Pounds:	
X	Driving (local/over the road)		

X	Works with Others
X	Verbal Contact with Others
X	Face-to-Face Contact
X	Inside
X	Outside
X	Excessive Sitting

CERTIFICATION

By entering my name below, I certify to the best of my knowledge all statements contained in this position description are correct.

Employee Acknowledgement

Job Title

Date

Supervisor's Acknowledgement

Job Title

Date