

POSITION DESCRIPTION
FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION: <i>Child Welfare Caseworker 1</i>		DIVISION: <i>Program Services</i>		DEPARTMENT: <i>Intake & Investigation</i>	
WORKING TITLE: <i>Child Welfare Caseworker 1</i>		PCN & CLASSIFICATION OF SUPERVISOR: <i>Child Welfare Casework Supervisor 2</i>		JOB STATUS: <i>Full-time</i>	
CLASSIFICATION NO.: <i>Click here to enter text.</i>		PCN: <i>Click here to enter text.</i>		REVISION DATE: <i>8/17</i>	
PAY RANGE: <i>20</i>					
EQUIPMENT USED: <i>telephone calculator printer camera dictaphone computer copying machine automobile recording equipment microfiche</i>					
MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED: <i>Bachelor's degree in social work or related area; experience</i>					
PREFERRED: <i>LSW will be considered equivalent to a Bachelor's degree in social work.</i>					
PURPOSE: <i>Employee is under close supervision from Child Welfare Casework Supervisor, as well as support assistance from the Child Welfare Caseworker 2 and 3; performs child welfare casework including placements of children in foster homes and provides general casework services to children and their families; investigates referral and assesses need to provide protective services to abused, neglected and dependent, delinquent and unruly children; provides support to families and children in crisis; receives and records reports of child maltreatment. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.</i>					
JOB DUTIES:					
50%	<i>Under close supervision, provides direct service through the following activities: investigates allegations of abuse, neglect, dependency, delinquency and unruliness by gathering data from relatives, neighbors, police, schools, etc.; verifies need for services; interviews children, families, witnesses and collateral sources for assessment of risk and crisis services to children; counsels with clients; visits homes to investigate child protective situations and monitor family situation; visits other locations to make contact with children who may be at risk.</i>				
30%	<i>Reviews and assesses cases; receives and writes reports of child maltreatment and unruliness; writes investigative assessments of child maltreatment and unruliness; processes investigative reports according to time frames; completes MEFRAMs as required.</i>				
5%	<i>Crisis intervention; performs emergency placements.</i>				
5%	<i>Prepares court reports, attends court sessions, testifies on findings of investigation and makes recommendations to court.</i>				

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5% *Attends staff development training meetings, unit meetings and supervisory conferences; transports children; communicates and coordinates with community services.*

5% *Performs other related duties as assigned.*

List no. of positions and Class Titles of positions supervised

Signature of Agency Representative

Date