

POSITION DESCRIPTION  
**FRANKLIN COUNTY CHILDREN SERVICES**

An Equal Opportunity Employer

<b>JOB CLASSIFICATION:</b> <i>Child Welfare Caseworker 1</i>		<b>DIVISION:</b> <i>Program Services</i>	<b>DEPARTMENT:</b> <i>Region</i>
<b>WORKING TITLE:</b> <i>Child Welfare Caseworker 1</i>		<b>PCN &amp; CLASSIFICATION OF SUPERVISOR:</b> <i>Child Welfare Casework Supervisor 2</i>	<b>JOB STATUS:</b> <i>Full-time</i>
<b>CLASSIFICATION NO.:</b> Click here to enter text.		<b>PCN:</b> <i>Click here to enter text.</i> <b>PAY RANGE:</b> 20	<b>REVISION DATE:</b> 8/17
<b>EQUIPMENT USED:</b> <i>telephone calculator printer fax cell phone pager car seats computer &amp; related equipment scanner copying machine automobile camera</i>			
<b>MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED:</b> <i>Bachelor's degree in social work or related area.</i> <b>PREFERRED:</b> <i>LSW will be considered equivalent to a Bachelor's degree in social work. Employee needs to be proficient in computer use in order to navigate SACWIS and other applications frequently used by caseworkers; able to type 30 WPM.</i>			
<b>PURPOSE:</b> <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 all out of home placements of children and provides general casework services to children and their families; provides protective services and case management to abused, neglected, dependent, unruly and/or delinquent children; provides support and direction to families and coordinates with the court system and other community agencies for treatment. 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. The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency &amp; Wellbeing for the families served by the agency.</i>			
	<b>JOB DUTIES:</b>		
45%	<i>Under close supervision, provides direct service through the following activities: visits homes and monitors case plan progress of the family; monitors and promotes stability and adjustment in all out of home placement settings; attends and/or coordinates meetings with collateral agencies; provides crisis intervention services; attends/testifies at court hearings; attends and actively participates in administrative case reviews; performs planned and emergency placements; supervises visits with parents; transports children/adults.</i>		
35%	<i>Performs miscellaneous administrative duties such as: participating in supervisory conferences, scheduling visits, coordinating activities, preparing court related documents traveling to homes/meetings, writing case plans including goals and treatment, , completing CAPMIS assessments and SACWIS documentation, completing other necessary documents, reviewing data reports. Completes quality assurance of case information/reports and updates in the computer as necessary.</i>		

- 5% Attends staff development training meetings and other unit meetings. Actively participates in any workgroup assignments.*
- 10% Employee actively seeks out opportunities to engage and/or locate family/kinship to support the family in strengthening their safety, permanency and wellbeing.*
- 5% Performs other related duties as assigned.*

**List no. of positions and Class Titles of positions supervised**

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date