

**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>Intake &amp; Investigations - Screening</i>
<b>WORKING TITLE:</b> <i>Screening Child Welfare Caseworker</i>		<b>PCN &amp; CLASSIFICATION OF SUPERVISOR:</b> <i>Child Welfare Casework Supervisor</i>	<b>JOB STATUS:</b> <i>Full-time/Part-time</i>
<b>CLASSIFICATION NO.:</b> <i>06011</i>		<b>PCN:</b> <b>PAY RANGE:</b> 20	<b>REVISION DATE:</b> <i>04/18</i>
<b>EQUIPMENT USED:</b> <i>telephone calculator camera microfiche computer copying machine automobile recording equipment</i>			
<b>MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED:</b> <i>Bachelor's degree in social work or related area; experience preferred; LSW will be considered equivalent to a Bachelor's degree in social work.</i>			
<b>PREFERRED:</b> <i>Must type a minimum of 25 wpm.</i>			
<b>PURPOSE:</b> <i>Employee is under close supervision from Child Welfare Casework Supervisor; takes initial contacts to Agency, either in person or over the telephone; provides counsel to individuals in need of crisis intervention; takes and processes referrals and makes necessary linkages to providers in the community; provides supervisory coverage to the Screening Unit in the absence of the supervisor. 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. 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>			
	<b>JOB DUTIES:</b>		
30%	<i>Provides screening services through the following activities: collecting referral information from community members via the telephone, fax, email, or in-person. Creates Child Abuse/Neglect, Dependency, and FINS Intake Reports in SACWIS. Completes various research and activities within SACWIS to support the creation of Intake Reports. Completes pre-decision-making activities on Intake Reports such as determining the classification, the level of urgency, possible jurisdictional issues, media alerts or 3<sup>rd</sup> party conflict. Completes follow-up activities on already completed Intake Reports. Responds, via the hotline or in-person, to other general inquiries and complaints from community members; provides crisis counseling. Participates regularly in SAFE Teams (screening group-decision making meeting)</i>		
30%	<i>Provides direct service through the following activities: completes investigative or assessment activities for screened in reports of child abuse and/or neglect, dependency, of FINS intake reports by gathering data from relatives, neighbors, police, schools, etc.; verifies need for services; conducts out-of-town requests for investigation or home study; reviews and assesses cases; counsels with clients; visits homes; evaluates and monitors family situation and progress. Prepares necessary paperwork and information on service records, materials and reports. Communicates and coordinates services with community agencies; crisis intervention; schedules and performs placements; prepares activity logs; prepares court packets and attends court sessions; attends and participates in department meetings, staff development and other appropriate agency functions.</i>		

*Screening Child Welfare Caseworker 1*

*PCN*

*Page 2*

30%

*Provides support services to Intake Case-Carrying teams through the completion of various crisis-related activities such as but not limited to safety assessments, safety planning, home visits, home studies, and placement. Assists with channeling inquiries to other child welfare caseworkers already actively involved with the family. As needed, assists with the coverage and management of the 4071 Front Desk through the following activities: registering visits, identifying and responding to their needs.*

10%

*Performs other related duties as assigned.*

***Flexible hours based on Agency need.***

List no. of positions and Class Titles of positions supervised

N/A

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

\_\_\_\_\_  
Date