

## **BEAVER COUNTY CHILDREN AND YOUTH SERVICES**

**TITLE: COUNTY CASEWORKER**  
**DEPARTMENT: CHILDREN AND YOUTH SERVICES**  
**POSITION: L0624**

### **PURPOSE OF POSITION:**

The purpose of this position is to provide social services to children and their families where child abuse and/or neglect have been reported and/or substantiated. The paramount concern of the agency is to assure the safety of children. The agency is also concerned with children achieving permanency and receiving services that will enhance their well-being. Services are provided to children and families to alleviate the conditions existing in the family that jeopardize the child's safety. These services are provided directly by casework staff and via contracted and community services. Supervision for this role is performed by a County Casework Supervisor.

### **REQUIREMENTS FOR POSITION:**

The person hired for this position must be able to work with diverse populations, those of varying socioeconomic levels and families with multisystem concerns using a strength-based approach. Caseworkers may be placed into various units within the agency such as: intake, on-going services, teen services, intensive services, placement and permanency. All units require excellent organizational skills, computer adeptness and the ability to communicate effectively verbally and in writing. Due to the lack of public transportation in the county, the position also requires a valid PA driver's license, a vehicle, valid car insurance and criminal/child abuse background checks. The position may require the employee to work irregular hours, including some weekends.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

***THE FOLLOWING DUTIES AS OUTLINED BY SERVICE AREAS ARE NORMAL FOR THIS POSITION. THESE ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.***

- Attend initial training presented as Foundations, provided by the Child Welfare Training Program (124 hours) and 20 hours of training each year thereafter
- Visit children and families on caseload according to law, regulation and agency policy
- Provide direct casework services to children and families on caseload
- Evaluate the needs of children on caseload with regard to safety, permanence and well-being
- Assure that children have the basic essentials of life and are receiving minimal standards of care with regard to food, clothing, shelter, medical care, supervision, education, parent/child relationship
- Arrange for the provision of contracted and/or community services needed by the child and family to resolve the concerns necessitating agency involvement
- Assist the family with the provision of basic needs
- Complete all required paperwork according to the time limits set forth by law, regulation and agency policy
- Attend any and all court hearings and be prepared to testify
- Attend all mandatory agency meetings

- Attend all meetings in the community that involve children and families on caseload
- Take turn on call once training is completed and employee is evaluated for readiness
- Complete all travel reimbursement forms in a timely manner
- Become familiar with community resources and natural supports available to children and their families
- Transport children and family to appointments, hearings, visits, etc.
- Cooperate and collaborate with other agency employees and community partners
- Practice with a strength-based, solution-focused approach that focuses on parents as partners, not adversaries
- Engage families with respect and recognize that they are their own best expert
- Recognize that children have a right to be raised by their families whenever their safety can be maintained

### **MINIMUM EXPERIENCE AND TRAINING:**

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

**OR**

Two years of experience as a County Social Services Aide 3 and two years of college level course work which includes twelve college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences;

**OR**

Any equivalent combination of experience and training which includes twelve college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences and one year of experience as a County Social Services Aide 3 or in a similar position performing paraprofessional case management functions.