



COUNTY OF LAWRENCE

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HUMAN RESOURCES DEPARTMENT

KAREN KING, DIRECTOR
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JOB POSTING

(Start Date to be Determined)

Job Title: Caseworker I
Department: Children and Youth

FLSA Status: Non-Exempt/Union
Base Rate: \$33,557.98

General Summary: An individual in this position performs entry level professional social services work to abused, neglected and dependent children through assessment, ongoing coordination of ancillary activities and resources, and the ongoing recording of case progress. The goal is to help these children and their families attain as high a quality of existence or adjustment as possible. A caseworker I works under close supervision.

Supervision Received and Exercised: Reports to and receives direction from the Casework Supervisor.

Essential Job Functions:

- Gathers appropriate data from clients, collateral community resources, consultants and agency's own records. Creates and maintains a file on each case accepted for service.
- Understands the functioning of families and individuals in the light of the current situation and from the case history.
- Makes realistic work plans based upon case diagnosis instituting a Family Service Plan, Family Service Plan Review, Child Permanency Plan, or a Child Permanency Plan Review in a timely framework.
- Provides client-oriented services including selective use of agency and community resources.
- Provides protective services in regard to receiving information on abuse and neglect, investigating those allegations and taking the appropriate action to protect the victims.
- Files all state required reporting forms in a timely manner.
- Participates in the on-call rotation for accepting referral information during the work day and after office hours.
- Performs casework under close supervision.
- Participates in on-the-job training.
- Performs related work as required.

Minimum Requirements:

- A Bachelor's degree from an accredited institution.
- Two years of experience as a County Social Services Aide 3 and two years of college level course work which includes 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social services; or
- An equivalent combination of experience and training which includes 12 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.
- Must be of good moral character and able to perform the essential functions of the job.

Working Conditions:

- Work is normally performed in a typical interior/office work environment.
- Moderate physical activity.
- May require physical effort including lifting up to 25 pounds.
- May be required to sit, stand, or walk for extended periods of time.
- Exposure to computer screen.

EOE