

Morgan County VACANCY ANNOUNCEMENT

POSITION: CASEWORKER

DEPARTMENT: HUMAN SERVICES

Application Requirements:

Please submit FULLY COMPLETED application, letters of reference, or any transcripts of college coursework that is applicable. You may attach any information that may enhance your application. Direct all material and correspondence to:

Fort Morgan Workforce Center
411 Main Street, Suite 200
Fort Morgan, CO 80701

SALARY: \$2,500.00 - \$3,298.00 per month (Salary commiserate on experience)

VACANCY CLOSING DATE: Friday, July 30, 2010

APPROXIMATE STARTING DATE: August 23, 2010

Please refer to job description for duties and qualification summary and other important information.

Morgan County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, political affiliation, or any other legally protected status.

MORGAN COUNTY POSITION DESCRIPTION

TITLE: Social Caseworker (Entry Level)	GRADE: 5
DEPARTMENT: Human Services	DIVISION: Services
EXEMPT/NON-EXEMPT: Non-exempt	DATE: May 2008

GENERAL STATEMENT OF DUTIES:

Conducts intake screening and assessments for child protective service, youth in conflict, adult services, and prepares information and referrals. Participates as a team member with experienced caseworkers in the delivery of client services.

SUPERVISION RECEIVED:

Receives direct supervision from the unit Manager.

SUPERVISION EXERCISED:

None.

DISTINGUISHING FEATURES:

This position is distinguished by the assignment of responsibility to work with potential clients with delicate/sensitive situations.

ESSENTIAL JOB FUNCTIONS:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The County reserves the right to modify or change the duties or essential functions of the job at any time.

- ◆ Receives referrals and prepares information for qualification of services by conducting telephone and in-person interviews.
- ◆ Initiates contacts with law enforcement, schools, medical personnel and other agencies to secure information which completes referrals.
- ◆ Assists other caseworkers with the initial planing processes for services to be provided or arranged. This may include scheduling interviews, coordinating services, researching outside services, and submitting necessary reports and documents.
- ◆ Conducts initial assessment of risk associated with abuse and neglect, and prepares documentation of the case for supervisory assignment.
- ◆ Conducts client background checks and prepares quarterly statistical reports.
- ◆ Prepares information for use in court cases and may testify on less complex cases.
- ◆ Establishes and maintains working relationships with community organizations and resources as a representative and a member of the division's professional team.
- ◆ Performs other duties as assigned.

ESSENTIAL JOB SKILLS:

- ◆ Ability to work cooperatively with relevant professional and community-based organizations; Federal, State, County and municipal agencies; private section businesses and others.

- ◆ Ability to perform analysis relative to public policy, social service systems and program delivery processes.
- ◆ Teamwork skills with particular emphasis on facilitation/coordination, collaborative results, and problem-solving.
- ◆ Interpersonal skills which result in the facilitation and enhancement of client services.
- ◆ Ability to make effective presentations to a variety of audiences.
- ◆ Ability to engage in conceptual thinking and creative problem solving.
- ◆ Knowledge of community services, resources, activities and purpose.
- ◆ Skill in developing effective working relations with diverse community groups and individuals.
- ◆ Ability to collect, organize and utilize relevant data to analyze and evaluate situations and programs both quantitatively and qualitatively.
- ◆ Knowledge of current technology, and the ability to apply automated concepts and utilize the technology.
- ◆ Knowledge of basic professional case management theories, concepts, and principles.
- ◆ Knowledge of basic Colorado law governing protection of children and adults.
- ◆ Knowledge of mandated programs and relevant eligibility criteria.

EDUCATION:

Bachelor's degree in social or behavioral science, B.S.W., or other disciplines emphasizing social sciences.

EXPERIENCE:

No experience required. Administrative experience in an environment delivering programs and services or internship experience in a social services setting is a plus.

COMPLEXITY/RESPONSIBILITY:

Work is characterized by difficult decisions in determining and/or delivering services chosen from a series of alternatives. A thorough knowledge of specialized areas of work is required.

SCOPE OF INTERPERSONAL CONTACTS:

Incumbent may represent the County on matters of importance, contacts require the ability to extend a high degree of interpersonal skills.

WORK ENVIRONMENT:

Work is performed in a standard office environment approximately 50-75% of the time. Travel outside the office to attend meetings and make site visits may increase exposure to adverse circumstances. Incumbent may on occasion transport children.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

- VISION - Constantly exercises full scope of visual capacity in order to operate automated office equipment.
- HEARING - Constantly involved in auditory and verbal interaction both interpersonally and through communication devices.

- **LIFTING** - Occasionally lifts, carries, pushes or pulls objects weighing up to 40 lbs. in order to fulfill day-to-day requirements.
- **MOBILITY** - Stands or walks up to 30% of the time respectively, sits 70% of the time. Occasionally stoops or bends while moving about the office.
- **DEXTERITY** - Use of eye, hand and finger coordination in order to operate office machinery.
- **COMMUNICATIONS** - Individual must be able to clearly understand the English language and be understood while speaking the English language. Multilingual skills including Spanish are an asset.
- **DRIVING** - Must be able to operate a motor vehicle. Must have current Colorado driver's license, current vehicle insurance and a driving record without serious violations. Must appropriately utilize child restraints in order to safely transport children.

Constantly: Activity exists 2/3 or more of the time
 Frequently: Activity exists between 1/3 and 2/3 of the time
 Occasionally: Activity exists less than 1/3 of the time.

Employee Signature:	Date:
Human Resources:	Date:

MORGAN COUNTY POSITION DESCRIPTION

TITLE: Social Caseworker (Journey Level)	GRADE: 6
DEPARTMENT: Human Services	DIVISION: Services
EXEMPT/NON-EXEMPT: Exempt	DATE: May 1, 2006

GENERAL STATEMENT OF DUTIES:

Provides case management services and assessments which may involve any one or all of the following: child protective service, youth in conflict, adult services, and family preservation. Participates as a team member with other caseworkers in the delivery of services. May appear in court on behalf of the County/Client, testify as an expert witness, prepare case recommendations for court rulings, and/or present investigative results.

SUPERVISION RECEIVED:

Receives direct supervision from the unit Manager.

SUPERVISION EXERCISED:

None.

DISTINGUISHING FEATURES:

This position is distinguished by the assignment of responsibility to work with clients with delicate/sensitive situations. Incumbent must be knowledgeable of a wide spectrum of social and behavioral issues and demonstrate the confidence to identify the circumstances and prescribe solutions.

ESSENTIAL JOB FUNCTIONS:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The County reserves the right to modify or change the duties or essential functions of the job at any time.

- ◆ Develops plans and processes necessary to confirm and meet identified needs of the client. Manages and/or monitors cases to determine applicability of initial plans and to determine whether the combinations of services, resources, and support systems need revision.
- ◆ Makes decisions regarding D&N cases, treatment requirements, and other decisions regarding client programs.
- ◆ Initiates contacts with law enforcement, schools, medical personnel and other agencies to secure information.
- ◆ Assists other caseworkers with the initial planing processes for services to be provided or arranged. This may include scheduling interviews, coordinating services, researching outside services, and submitting necessary reports and documents.
- ◆ Conducts assessment of risk associated with abuse and neglect, and prepares documentation.

- ◆ Conducts research into client background/circumstances, uses findings as appropriate to adjust case management plans, and prepares applicable reports and documentation.
- ◆ Prepares information for use in court cases, provides testimony, and works with representatives of the court as needed.
- ◆ Establishes and maintains working relationships with community organizations and resources as a representative and a member of the division's professional team.
- ◆ Counsels clients and client family members, and provides conflict resolution and/or crisis intervention services as appropriate.
- ◆ Performs other duties as assigned.

ESSENTIAL JOB SKILLS:

- ◆ Ability to work cooperatively with relevant professional and community-based organizations; Federal, State, County and municipal agencies; private section businesses and others.
- ◆ Ability to perform analysis relative to public policy, social service systems and program delivery processes.
- ◆ Leadership skills with particular emphasis on facilitation/coordination, collaborative results, and problem solving.
- ◆ Interpersonal skills, which result in the facilitation and enhancement of client services.
- ◆ Ability to make effective presentations to a variety of audiences.
- ◆ Ability to engage in conceptual thinking and creative problem solving.
- ◆ Knowledge of community services, resources, activities and purpose.
- ◆ Skill in developing effective working relations with diverse community groups and individuals.
- ◆ Ability to collect, organize and utilize relevant data to analyze and evaluate situations and programs both quantitatively and qualitatively.
- ◆ Knowledge of current technology, and the ability to apply automated concepts and utilize the technology.
- ◆ Knowledge of professional case management theories, concepts and principles, and the ability to apply same.
- ◆ Knowledge of basic Colorado law governing protection of children and adults.
- ◆ Knowledge of mandated programs and relevant eligibility criteria.

EDUCATION:

Bachelor's degree in social or behavioral science, B.S.W., or other disciplines emphasizing social sciences.

EXPERIENCE:

Two (2) years experience in an environment delivering programs and services to a diverse audience. Preferably responsibility for the coordination and/or delivery of programs involving professional counseling services, monetary resources or equivalents.

COMPLEXITY/RESPONSIBILITY:

Work is characterized by difficult decisions in determining and/or delivering services chosen from a series of alternatives. A thorough knowledge of specialized areas of work is required.

SCOPE OF INTERPERSONAL CONTACTS:

Incumbent may represent the County on matters of importance; contacts require the ability to extend a high degree of interpersonal skills.

WORK ENVIRONMENT:

Work is performed in client environments such as law enforcement facilities, hospitals, clients' homes and other non-traditional environments. Travel outside the office to attend meetings and make site visits may increase exposure to adverse circumstances. Incumbent may on occasion transport children.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

- VISION - Constantly exercises full scope of visual capacity in order to operate automated office equipment.
- HEARING - Constantly involved in auditory and verbal interaction both interpersonally and through communication devices.
- LIFTING - Occasionally lifts, carries, pushes or pulls objects weighing up to 40 lbs. in order to fulfill day-to-day requirements.
- MOBILITY - Stands or walks up to 75% of the time respectively, sits 25% of the time. Occasionally stoops or bends while moving about the office.
- DEXTERITY - Use of eye, hand and finger coordination in order to operate office machinery.
- COMMUNICATIONS - Individual must be able to clearly understand the English language and be understood while speaking the English language. Multilingual skills including Spanish are an asset.
- DRIVING - Must be able to operate a motor vehicle. Must have current Colorado driver's license, current vehicle insurance and a driving record without serious violations. Must appropriately utilize child restraints in order to safely transport children.

Constantly: Activity exists 2/3 or more of the time
Frequently: Activity exists between 1/3 and 2/3 of the time
Occasionally: Activity exists less than 1/3 of the time.

Employee Signature:	Date:
Human Resources:	Date:

MORGAN COUNTY POSITION DESCRIPTION

TITLE: Social Caseworker (Senior Level)	GRADE: 6.5
DEPARTMENT: Human Services	DIVISION: Services
EXEMPT/NON-EXEMPT: Exempt	DATE: May 1, 2006

GENERAL STATEMENT OF DUTIES:

Provides advanced case management services and assessments, and special project/program development which may involve any one or all of the following: child protective service, youth in conflict, adult services, and family preservation. Participates as a team member with other caseworkers in the delivery of services. May appear in court on behalf of the County/Client, testifies as an expert witness, prepares case recommendations for court rulings and/or present investigative results.

SUPERVISION RECEIVED:

Receives direct supervision from the unit Manager.

SUPERVISION EXERCISED:

None.

DISTINGUISHING FEATURES:

This position is partially distinguished by the ability to work with the most severe and complex cases involving delicate/sensitive situations. Incumbent must be knowledgeable of a wide spectrum of social and behavioral issues and demonstrate the confidence to identify the circumstances and prescribe solutions.

ESSENTIAL JOB FUNCTIONS:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The County reserves the right to modify or change the duties or essential functions of the job at any time.

- ◆ Develops plans and processes necessary to confirm and meet identified needs of the client. Manages and/or monitors cases to determine applicability of initial plans and to determine whether the combinations of services, resources, and support systems need revision.
- ◆ Makes decisions regarding D&N cases, treatment requirements, and other decisions regarding client programs.
- ◆ Initiates contacts with law enforcement, schools, medical personnel and other agencies to secure information.
- ◆ Assists other caseworkers with the initial planing processes for services to be provided or arranged. This may include scheduling interviews, coordinating services, researching outside services, and submitting necessary reports and documents.
- ◆ Conducts assessment of risk associated with abuse and neglect, and prepares documentation.

- ◆ Investigates client backgrounds/circumstances, uses findings as appropriate to adjust case management plans, and prepares applicable reports and documentation.
- ◆ Prepares information for use in court cases, provides testimony, and works with representatives of the court as needed.
- ◆ Establishes and maintains working relationships with community organizations and resources as a representative and a member of the division's professional team.
- ◆ Counsels clients and client family members, and provides conflict resolution and/or crisis intervention services as appropriate.
- ◆ Performs other duties as assigned.

ESSENTIAL JOB SKILLS:

- ◆ Ability to work cooperatively with relevant professional and community-based organizations; Federal, State, County and municipal agencies; private section businesses and others.
- ◆ Ability to perform analysis relative to public policy, social service systems and program delivery processes.
- ◆ Leadership skills with particular emphasis on facilitation/coordination, collaborative results, and problem solving.
- ◆ Interpersonal skills which result in the facilitation and enhancement of client services.
- ◆ Ability to make effective presentations to a variety of audiences.
- ◆ Ability to engage in conceptual thinking and creative problem solving.
- ◆ Knowledge of community services, resources, activities and purpose.
- ◆ Skill in developing effective working relations with diverse community groups and individuals.
- ◆ Ability to collect, organize and utilize relevant data to analyze and evaluate situations and programs both quantitatively and qualitatively.
- ◆ Knowledge of current technology, and the ability to apply automated concepts and utilize the technology.
- ◆ Knowledge of professional case management theories, concepts and principles, and the ability to apply same.
- ◆ Knowledge of basic Colorado law governing protection of children and adults.
- ◆ Knowledge of mandated programs and relevant eligibility criteria.

EDUCATION:

Master's degree in social or behavioral science, M.S.W., or Graduate level education involving disciplines emphasizing social sciences or health care.

OR

Bachelor's Degree in social or behavioral sciences, and a combination of relevant education and managerial experience in a position that would satisfy the equivalent of two years experience for each year of graduate education.

EXPERIENCE:

Four (4) years experience in an environment delivering programs and services to a diverse audience. Preferably responsibility for the coordination and/or delivery of programs involving professional counseling services, monetary resources or equivalents.

COMPLEXITY/RESPONSIBILITY:

Work is characterized by difficult decisions in determining and/or delivering services chosen from a series of alternatives. Independent functioning expected, if necessary.

SCOPE OF INTERPERSONAL CONTACTS:

Incumbent may represent the County on matters of importance, contacts require the ability to extend a high degree of interpersonal skills.

WORK ENVIRONMENT:

Work is performed in client environments such as law enforcement facilities, hospitals, clients' homes and other non-traditional environments. Travel outside the office to attend meetings and make site visits may increase exposure to adverse circumstances. Incumbent may on occasion transport children.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

- VISION - Constantly exercises full scope of visual capacity in order to operate automated office equipment.
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Employee Signature:	Date:
Human Resources:	Date:

Morgan County Government seeks a full-time Caseworker in the Department of Human Services. This position is in the Child Protection On-going unit. Position will be responsible to provide case management of child abuse and neglect, and juvenile delinquency cases. Must pass a CBI background check. Must reside within 50 mile radius of Fort Morgan. Must have a BS degree in social work or a behavior science field. Salary commiserate upon experience. Applications may be obtained at the Fort Morgan Workforce Center, 411 Main St., Fort Morgan, CO, or visiting our web site at www.co.morgan.co.us or calling (970) 542-3537.

Fort Morgan Times
Brush News Tribune

July 21, 22, 23, 2010
July 21, 2010