

# Morgan County VACANCY ANNOUNCEMENT

**POSITION: JOURNEY LEVEL CASEWORKER – CHILD WELFARE**  
**2 Positions available**

**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 Work Force Center  
426 Ensign St  
Fort Morgan, CO 80701

**SALARY:** \$2962 - \$3555 per month depending on experience and education  
Morgan County Government offers a complete benefit package: includes health, vision, life insurance and retirement plan.

**VACANCY CLOSING DATE: Until filled**

**APPROXIMATE STARTING DATE: ASAP**

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, age, gender, gender identity, political affiliation, national origin, sexual orientation, disability, genetic information, veteran status, or any other legally protected status. Candidates whose disabilities make them unable to meet the requirements of the position will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodations.



## MORGAN COUNTY POSITION DESCRIPTION

<b>TITLE: Social Caseworker (Journey Level)</b>	<b>GRADE: P &amp; A SS 9</b>
<b>DEPARTMENT: Human Services</b>	<b>DIVISION: Services</b>
<b>EXEMPT/NON-EXEMPT: Non-Exempt</b>	<b>DATE: October 2016</b>

### 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. This position will be on a rotation schedule for on-call during the after normal work hours.

### 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 planning 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.
- ◆ Must complete Emergency Management Institutes NIMS Courses IS-700 & IS-100 within 6 months of hire.
- ◆ Receives abuse and/or neglect referrals by Hotline cell phone during non-office hours, assesses and investigates complaint, determines risk of abuse and neglect.
- ◆ Provides immediate protective service to children and adults, make appropriate service referrals.
- ◆ Performs other duties as assigned.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ 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.

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Employee Signature:	Date:
Human Resources:	Date: