

## **Title: Intake and Assessment Caseworker**

Classification: Child Welfare Caseworker 2 # 06012

Immediate Supervisor: Intake and Assessment Supervisor

Positions Supervised: None

Overtime: Non-Exempt

Under general direction, the Intake and Assessment Caseworker is responsible for receiving & responding, when appropriate, to suspected child abuse, sexual abuse, neglect, dependency, and family in need of services.

### **INTAKE & ASSESSMENT DUTIES**

- \* Receives & documents referrals of suspected child abuse, sexual abuse, neglect, dependency, & family in need of services.
- \* Initiates and completes in-depth investigation/assessment of abuse/neglect, within state mandated time frames of receipt by agency, to assess child safety and to plan appropriate service intervention as follows:
  - Makes home visit(s) to referred family; interviews all children and adults living in the home;
  - Gathers pertinent information regarding report (i.e. school, hospital, physicians, other agencies, extended family, neighbors, etc.)
  - Records/maintains all case information
- \* Determines the level of risk to children. Makes determination of need for protective service intervention (subject to supervisory approval) and files in court, as needed.
- \* Documents process and results of investigation/assessment using safety and risk assessment.
- \* Provides resource linkage and referral of families to other community agencies and services. Serves as liaison with other community agencies to facilitate service linkage.
- \* Files petition when necessary & testifies at corresponding hearings.
- \* Places children into foster or kinship placements when in need of emergency substitute care.

\* Completes courtesy interviews for other agency PCSAs or internal agency courtesy interviews.

\* Refers cases to appropriate agency Prosecutor/City Law Director for potential criminal charges & testifies at corresponding hearings.

Annually provides four hours of service to agency sponsored/supported events.

\* Plans and coordinates service delivery which reflects the standards of best practice, cultural competence, client advocacy and community needs.

Attends staff meetings, staff training, regular supervisory conference, and other agency or community meetings as requested.

\* Provides on-call, after hours, emergency services according to agency requirements.

Maintains and increases knowledge and skills through attendance to meetings, conferences, training seminars and in-service training sessions as scheduled by supervisor.

Performs additional duties and assignments deemed necessary and/or appropriate by immediate supervisor and/or Executive Director.

## **QUALIFICATIONS**

Bachelor's Degree in Social Work or a related field. Valid Ohio driver's license, state minimum vehicle insurance and acceptable driving record. An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.

\*Demonstrates an ability to work within various computer software programs, such as Microsoft Windows, Access, Excel and PowerPoint and state-wide tracking information systems.

## **WORKING CONDITIONS**

Position requires frequent travel within the agency. Ability to occasionally lift and/or transfer up to forty (40) pounds. May be required to work a flexible schedule, including evenings and weekends. May be exposed to dangerous or threatening working conditions requiring the ability to respond appropriately.

\* *Denotes an essential function of the job*

Effective Date: 7/93	Reviewed Date: 1/99, 5/01,6/03, 6/06, 01/09, 8/11, 12/11	Revision Date: 10/99, 3/04, 12/06, 01/09, 12/11	Next Review: 08/13
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