

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 and responding to suspected child abuse, neglect, dependency, and family in need of services investigations; provides supportive services to children and their families; evaluates the needs of children and families; recommends appropriate action and testifies on behalf of children; prepares and compiles documentation used in agency record-keeping and court hearings.

INTAKE & ASSESSMENT DUTIES

- * Plans and coordinates service delivery which reflects the standards of best practice, cultural competence, client advocacy and community needs.
- * Receives and documents referrals of suspected child abuse, neglect, dependency, & family in need of services.
- * Initiates and completes in-depth investigations/assessments of abuse and neglect, within state mandated timeframes, to assess child safety and to plan appropriate service intervention as follows:
 - * Makes home visit(s) to families; interviews all children and adults living in the home;
 - * Gathers pertinent information regarding each screened in report, including but not limited to, schools, hospitals, physicians, other agencies, extended family, neighbors, etc.
 - * Documents all work-related activities in the Statewide Automated Child Welfare Information System (SACWIS) within established timeframes; completes additional reports as required such as Safety Assessments, Family Assessments, etc.
 - * Determines immediate safety of children and on an ongoing basis reassesses safety; provides parent education and training; works with co-workers and supervisor to obtain least restrictive placement settings for children needing out of home placement.
- * Serves as liaison with other community agencies to facilitate service linkage.

- * Files court complaints when necessary and provides testimony 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 the Prosecutor and/or City Law Director for potential criminal charges and provides testimony at corresponding hearings if deemed necessary.

MISCELLANEOUS DUTIES

- *Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions as scheduled by supervisor.
- *Attends staff meetings, staff training, regular supervisory conference, and other agency or community meetings as requested.

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

- * Provides on-call, after hours, emergency services according to schedule.

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 state of Ohio. 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.

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, 03/26	Next Review: 03/28
-------------------------	---	--	-----------------------