

SHELTER, INC.

Job Description

Caseworker

ESSENTIAL FUNCTION

The Caseworker is responsible for the provision of client services to Foster Care clients. This includes supervision of clients, assessment, referral and coordination of services to high-risk families in need of social services, and the maintenance of client services in compliance with the Department of Family Services' rules and regulations.

SPECIFIC DUTIES

INTAKE

1. Responsible for fulfilling all requests for services by conducting in-person or telephone interviews and assessing whether or not placement is indicated.
2. Provide 24-hour back-up and on-call intake services as required.
3. Responsible for providing referral services when placement is not indicated.

DIRECT SERVICES

1. Carry a case load which is representative of the cases found in the agency; perform social work services involving the application of social work principles and theory in diagnosis and treatment of clients within the agency or contracting agencies.
2. Perform a variety of casework duties, such as conducting casework interviews with clients and other appropriate persons for purposes of formulating an integrated assessment/social history.
3. Develop a written service plan for each assigned family case, utilize basic social/casework methods and techniques to achieve effective treatment goals and family stabilization, and attend scheduled Administrative Case Reviews at DCFS.
4. Maintain contact with other social service agencies regarding client situations or for the purpose of making interagency referrals and provide linkage of clients to appropriate resources.
5. Attend, testify, and prepare necessary reports for Juvenile Court to ensure the court is fully apprised of all information and services regarding the families and children.
6. Ensure in-person contacts/visits with biological parents, foster children and foster parents at the appropriate frequency.
7. Ensure all contact notes are entered into the DCFS SACWIS system in a timely manner following all contacts with biological parents, foster children, foster families, service providers, and court and DCFS personnel.
8. Provide evening/weekend back-up support to biological families, foster children and foster parents on an as-needed basis.

PROGRAM ADMINISTRATION

1. Maintain agency records for children in placement and foster parents.
2. Attend all staff meetings and in-service training sessions.
3. Maintain monthly agency service statistics.
4. Comply with agency policies and procedures and the Department of Children and Family Services "Code of Ethics for Child Welfare Professionals."
5. Attend and participate in CQI meetings.
6. Carry out all duties as designated by the Foster Care Supervisor.

ACCOUNTABILITY

The Caseworker shall be supervised by and accountable to the Foster Care Supervisor.

JOB QUALIFICATIONS

1. Bachelor's Degree in human services field required from an accredited school; Master's Degree in Social Work desired with previous experience in foster care or related work experience desired.
2. Must meet Child Care Facility Driver requirements in accordance with the Illinois Department of Children and Family Services.
3. Must pass Licensing Examination for Foster Care and Home of Relative Foster Care as required by Illinois Department of Children and Family Services.
4. Must have a valid driver's license, an automobile and adequate automobile insurance.
5. Must become certified in CPR and First Aid within six months of employment date.
6. Must complete a Medical and T.B. test providing proof of results.
7. Must be fingerprinted by the State of Illinois and must submit to a full Background Check through the Illinois Department of Children and Family Services.
8. Must submit official academic transcripts from the last school in which a degree was awarded.
9. Must pass the Child Welfare Licensure certification from the State of Illinois.
10. Ability to lift 40 lbs.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; and use hands to handle or operate objects. The employee is occasionally required to climb or balance, stoop, kneel, crouch, lift, reach with hands or arms and run. The employee must occasionally lift and/or move up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed at the assigned facility, and frequently in vehicles, family settings meeting rooms both in the facility and at other agency sites.

CLASSIFICATION STATUS

This is an exempt position.

Reviewed 3/16