

YUMA COUNTY DEPARTMENT OF HUMAN SERVICES
JOB DESCRIPTION
Child Welfare Caseworker I

Position Title: Child Welfare Caseworker I

Date Approved: 6/28/2019

Date Revised: 7/30/2024

Position Summary

This position is responsible for taking child abuse/neglect reports, completing assessments for child protection, and maintaining an ongoing case load. High level supervision is required by either the child welfare supervisor or other designated experienced child welfare caseworker.

Reports To: Child Welfare Supervisor

Experience and Qualifications

- 1) A bachelor's degree from a higher education institution with course work related to the job responsibilities of child welfare social caseworker. Course work examples can include and are not limited to, the development of human behavior, child development, family intervention techniques, diagnostic measures, or therapeutic techniques; and professional, internship, or volunteer work experience in a human services related agency.
- 2) No experience required.

Competency/Skill Requirements

- 1) Ability to communicate effectively using both verbal and written communication skills.
- 2) Ability to maintain day-to-day communications and contact with internal and external partners, clients, constituents, and colleagues.
- 3) Ability and willingness to be flexible to new situations encountered on a daily basis and ability to learn new duties.
- 4) Ability to manage more than one task and duty simultaneously.
- 5) Ability to use common office machines, including standard personal computer software programs and specialized state and county software.
- 6) Ability to work within State systems.

General Duties

- 1) Takes abuse/neglect intake calls.
- 2) Completes child protection assessments to include Youth in Conflict and out of home placement evaluations.
- 3) Maintains ongoing child welfare cases.
- 4) Shadows on-call rotations with more experienced caseworker.

Key Responsibilities and Duties

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 this job at any time.

Duties may include, but are not limited to, the following:

- 1) Arrives at work or at assigned locations punctually and attends work with minimal absences
- 2) Accurately records time worked for purposes of compensation..
- 3) Maintains a constructive working relationship between and among employees at all levels of the organization.
- 4) Works effectively both independently and as a member of a team.
- 5) Works professionally with others, both inside and outside of the organization.
- 6) Takes child protection referrals and enters them into the system.
- 7) Takes adult protection referrals on an as needed basis and provides that information to the adult protection caseworker.
- 8) Initially will shadow experienced caseworkers on child abuse assessments. To include working with the experienced caseworker on documentation of interviews and completion of forms such as risk and safety assessments.
- 9) Maintains an ongoing caseload.
- 10) Completes casework duties such as attending monthly staffings for clients in out of home placements, completes a minimum of monthly contacts with children and families, make appropriate referrals, monitors progress, completes required documentation in a timely manner, and scans documents into PaperVision.
- 11) Gains skills and knowledge of treatment plans and 90-day reviews by reviewing case files. May complete these with high level supervision and assistance.
- 12) Develops knowledge of community resources. To include an understanding of appropriate referrals to the various resources.
- 13) Completes out of home placement evaluations through the independent assessment process. If an independent assessment is not necessary, the worker will identify and contact placement options and make recommendations to the court.
- 14) Has a general understanding of child welfare programs.
- 15) Completes initial caseworker certification through the State.
- 16) Maintains Caseworker certification by completing required yearly training and entering them into the required system.
- 17) When deemed appropriate, will take on-call rotation. Shadowing a designated on-call worker may be an assigned duty.

- 18) Gains a general understanding of the Court process and different Court hearings.
- 19) Is able to provide accurate testimony in Court cases.
- 20) Gains an understanding of child welfare rules and regulations. Is able to locate and understand specific rules when required.
- 21) Attends scheduled unit and department staff meetings.
- 22) Participates in county and state trainings as required.
- 23) Provides transportation of clients as needed.
- 24) Administers urine and saliva tests on clients as needed.

Working Environment

Normally, work is performed in a typical office setting with appropriate climate controls. Periodic travel may be required to fulfill functions of the job. Elements of hazard uncertainty exist in the normal course of performing duties associated with completion of job duties.

Position Physical Demands

Tasks require a variety of physical activities, occasionally involving muscular strain related to walking, standing, stooping, bending, climbing, kneeling, sitting, and reaching. Hearing, talking and seeing are essential to successful completion of typical duties. Common eye, hand, finger dexterity is required. Mental application utilizes memory for details, complex instructions, emotional stability, creative problem solving. Limited lifting in the office of files and supplies not to exceed 40 pounds.

Safety Equipment

Proper use of all equipment in and out of the office and department vehicles.

Supervision Responsibilities: ☒ No ☐ Yes

Nature of Supervision: N/A

Equal Opportunity

Yuma County is an Equal Opportunity Employer and ensures equal employment opportunities are provided in the administration of all personnel practices such as recruitment, appointments, promotions, discipline, retention, training and other benefits, terms and conditions of employment in a manner which does not discriminate on the basis of race, color, religion, sex, gender identity, national origin, age, disability, political affiliation or belief, veteran status, or any other non-merit factor.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions will be based on merit, qualifications, and abilities.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT

Nothing in this job description restricts Yuma County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate. This does not constitute a contract, written or implied, between the County and any County employee. No employee should consider these guidelines as a contract. Yuma County does not guarantee any specific term or length of employment. All employees of the County are "at will employees".

I, _____ have read this job description for the Yuma County Department of Human Services Child Welfare Caseworker I. To the best of my knowledge, I am able to perform all duties of the job as described.

_____/_____
Employee Date

_____/_____
Supervisor Date

YUMA COUNTY DEPARTMENT OF HUMAN SERVICES
WORKING CONDITIONS
Child Welfare Case Worker I

JOB TITLE: Child Welfare Case Worker I

SUPERVISOR: Human Services Child Welfare and Adult Protection Supervisor

WORKING CONDITIONS:

In a typical day, this job involves the activities listed below. The frequency of performance of each activity is indicated by the placement of a check mark (x) in the appropriate column.

R = rarely (less than 0.5 hours per day)
O = occasionally (0.5 to 2.5 hours per day)
F = frequently (2.5 to 5.5 hours per day)
C = continually (5.5 to 8 hours per day)
NA = not applicable

PHYSICAL ACTIVITIES	R	O	F	C	NA	Describe any job duty which requires repetition or a unique application of the activity.
Sitting				X		
Stationary Standing		X				
Walking		X				
Ability to be mobile				X		
Crouching (bend at knee)		X				
Kneeling/Crawling		X				
Stooping		X				
Twisting (knees/waist/neck)		X				
Turning/Pivoting		X				
Climbing		X				
Balancing		X				
Reaching overhead		X				
Reaching extension			X			
Grasping			X			
Pinching			X			
Pushing/Pulling		X				
Minimum weight to lift:		X				(list # of pounds) 5 lbs- supplies
Maximum weight to lift		X				(list # of pounds) 40 lbs- supplies
Carrying		X				(list # of pounds) up to 40 lbs
Other physical activities (list)		X				Driving for extended period of time, up to 8-10 hours in a day
SENSORY ACTIVITIES	R	O	F	C	NA	
Talking in person			X			
Talking on telephone			X			
Hearing in person			X			
Hearing over telephone			X			
Vision for close work			X			
Other sensory requirements (list)						

**YUMA COUNTY DEPARTMENT OF HUMAN SERVICES
WORKING CONDITIONS CONTINUED:**

ENVIRONMENTAL FACTORS

SPECIFY

Safety requirements (clothing, required safety equipment, activities performed).	No special safety requirements.
Exposures (fumes, chemical, vibrations, humidity, cold, heat, dust).	Exposure to unsanitary conditions that can include feces, drugs, soiled items, excessive trash, etc. when completing home visits. Outside temperatures and weather conditions when completing home visits.
Operation of equipment, vehicles, tools.	Computer, printers, calculator, copier, paper shredder, fax machine, scanners, department vehicles.
Required hygiene standards (food handling, clean contaminated, sterile equipment).	No unique hygiene standards.
Other environmental factors.	Unable to regulate heat/cold exposure due to thermostat location

All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This working condition description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements and does not limit the assignment of additional duties at the discretion of the supervisor. Employees will be required to perform any other job related instructions given by their supervisor, subject to reasonable accommodations.

Date Reviewed: _____

Date Reviewed: _____

Date Reviewed: _____

Date Reviewed: _____