

## CHAFFEE COUNTY POSITION DESCRIPTION

<b>TITLE:</b>	Interventionist	<b>FLSA STATUS:</b>	Exempt
<b>DEPARTMENT:</b>	Human Services		
<b>DIVISION:</b>	Youth, Family and Children Services		

### **GENERAL STATEMENT OF DUTIES:**

Interventionist position wears many hats. It is a position designed to prevent and reduce drug and alcohol abuse and related behaviors while promoting healthy behaviors in at risk and high risk Middle and High School youth. You are responsible to teach two classes, "Project Towards No Drug Abuse" education to first-time youth offenders, "Moral Reconciliation Therapy" to re-offenders, engages youth in community service, and organizes/executes weekly activities for graduates. You also are responsible for the Chaffee funding and services which is for foster youth and life skills services; along with rural collaborative funding which is life skills for youth up to the age of 23.

Position provides intake and/or ongoing casework services for a variety of program areas such as child abuse and neglect cases focusing on youth in conflict cases. May also provide for the provision of ancillary services such as recruitment and supervision of foster care homes, placement of clients into foster and day care homes and institutions, emergency on-call availability and response, arrangement for and monitoring of core services, transportation for clients and family to promote successful completion of treatment plans, and information and referral services.

### **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 this job at any time.*

The **Chaffee Program** works with youth in the foster care system ages 14 to 23. This program assisted with teaching these youth independent living skills and preparing them to live on their own as successful adults. Workers meet with youth monthly, attend FEM's, staffings, run classes and workshops.

- Interviews clients, coordinates and participates in home studies and provides services to families and children; reports imminent danger for children; makes referrals to community resources.
- Reports clients' progress and provides service recommendation and referrals; provides necessary information to the Support & Services Unit regarding placement and services provided.
- Provides crisis management and coordinates support services for clients to resolve problems and conflicts.
- Attends and testifies in court hearings and mediations as needed; completes appropriate paperwork, documentation, reports, reviews, etc. for court hearings.
- Prepares for and participates in meetings and staffings.
- Documents all contacts and ensures that all paperwork and documentation are accurately completed and filed; completes necessary case information reports, inputs updates into database.

- Arranges and provides transportation for clients to appointments, therapy, school, court hearings, pre-placement visits, etc.
- Ensures compliance with Federal, State and County laws, outcome measures, rules and regulations; reviews cases to ensure case plans are developed and implemented.
- Collects and reports statistics and data on unit and outcomes and performances.
- Facilitates meetings as needed (Caseworker II & III)
- Administer weekly "Project Towards No Drug Abuse" (TND) including pre/ post testing and weekly "Moral Reconciliation Therapy®" (MRT) curriculum including pre/ post testing to youth on either end of the county (Buena Vista and Salida).
- Initial contact person for Y@C; begin referral process after receiving appropriate paperwork; schedule and conduct TND/MRT® intake meetings with parents and students.
- Conduct formal presentations to community and local service organizations; distribute information; Power-point slide presentations.
- Maintain the confidentiality, integrity and prevention education philosophy of the organization.
- Provides intake assessments and evaluation, conducts investigations of allegations of child abuse, neglect and parent/child conflicts; determines if situation warrants placing children outside the home; supervises placement of children in foster care and coordinates parent/child visits; and determines when and if to recommend that children return to their home.
- Determines the need for recommending placement of clients into foster care and for adults into boarding care or nursing homes. Locates placement appropriate to client's needs. Monitors client's progress in placement.
- Must take on-call and in-take each month as needed.
- Performs other duties as assigned.

#### **JOB REQUIREMENTS:**

Social Caseworker positions are classified in three levels: Entry Level, Journey Level and Senior Level, differentiated by education requirements, acquired experience, level of supervision required and level of responsibility.

**Entry Level:** These are professional training level positions in which assignments are planned and devised to develop and teach professional casework techniques and concepts appropriate to the assigned program areas. Basic foundations of professional theories, concepts, and principals are required.

**Journey Level:** These are positions that require a working knowledge of established theories, principals, and concepts of social work practice related to the assigned program areas. Incumbents are not expected to utilize extensive diagnostic-oriented skills as are required at the senior level. Employees continue to develop knowledge and utilize professional techniques and concepts beyond the mere application of detailed rules and procedures.

**Senior Level:** These are positions that require thorough knowledge of the theories, principles, and concepts of social casework practice (assessment and treatment oriented) related to all of the assigned program areas: Knowledge of social group work principles and methods; Knowledge of medical symptoms related to injuries or failure to thrive in children; Knowledge of the battered child syndrome, and the laws dealing with child abuse, neglect and other dependency conditions; Knowledge of the problems of the elderly, physically disabled, mentally impaired, emotionally disturbed, alcoholics, drug addicts, and senile; Knowledge and skill in interviewing techniques, crisis intervention methods, and relevant treatment modalities; Knowledge of community resources, agency rules, regulations, and procedures related to assigned program areas. Also incumbent must have the ability to establish support with multi-problem, dysfunctional clients; Ability to independently analyze complex situations, formulate plans, and make quick decisions as needed; Ability to clearly and concisely express oneself both verbally and in written format; Ability to establish and maintain harmonious professional relationships with other employers, outside agencies and the public; and Ability to testify effectively in court hearings.

### **DIFFICULTY OF WORK**

**Entry Level:** The complexity at this level is significantly restricted in scope. The incumbent handles overall cases appropriate to experience levels while learning regulations, laws, and procedures and developing knowledge of casework techniques and methodology. Guidelines used are directly applicable to the assignments. Only the most routine case management decisions are made without supervisory review.

**Journey Level:** The scope of the work at this level is somewhat restricted. Incumbent is not expected to handle difficult and complex cases without consultation and supervisory review. Critical decisions are made regarding difficult case situations only with the involvement and concurrence of the supervisor. Incumbent is expected to develop skill in the application of various case work techniques and methodology.

**Senior Level:** The incumbent independently evaluates each case assigned and develops extensive ongoing case plans. The incumbent is expected to deal with unusual and/or difficult cases when they arise with appropriate supervisory assistance. The incumbent is expected to be knowledgeable of guidelines and regulations available covering the work done, including but not limited to the Children's Code, Title XX, Senate Bill 94, Volume VII of the Department of Human Services Rules and Regulations, which regulate procedures to be followed, but do not provide the worker with instructions about how to treat or assess dysfunctional clients. There are a wide variety of recognized social casework techniques, and the incumbent must use judgment and situational evaluation to determine which are appropriate for each of the cases assigned.

### **RESPONSIBILITY**

**Entry level:** All critical decisions in assessment and ongoing cases are made with direct input from the supervisor. Close, detailed supervision is provided before and during the course of work. Incumbent keeps the supervisor informed of the progress of each case.

**Journey Level:** Detailed instructions are often received from the supervisor, normally when cases are assigned and during the progress of cases that involve extensive assessment and diagnosis of dysfunctional individuals and families. Case management functions are expected to be performed with little supervision. Work is reviewed for compliance to procedures, methods, general conclusions, final results, and accuracy on a regular basis through staffing and supervisory reviews.

**Senior level:** Instructions may be received from the supervisor when cases are assigned and during the progress of the case. The supervisor may provide instructions and act as a consultant. Work is reviewed for compliance to policy, general conclusions, staffings, and supervisory meetings.

## **EDUCATION:**

### **Minimum Education:**

**Entry level:** Four year college degree in a behavioral science area. Must comply with CDHS rules regarding educational requirements.

**Journey and Senior level:** Four year college degree in a behavioral science area such as Social Work, Behavioral, or Social Science, Sociology, Psychology.

### **Experience:**

**Entry level:** No minimum experience required, but must have a four year degree or higher in a behavioral science field.

**Journey Level:** One full year of full-time professional casework experience in a public or private social services agency in an assignment appropriate to the position acquired after the degree.

Substitutions: Master's degree in one of the behavioral science fields or a BSW degree accredited by the Council on Social Work Education may substitute for the required experience.

**Senior Level:** Two years of full-time professional social casework experience in a public or private social services agency in an assignment appropriate to the position acquired after the degree. One year of the experience must be at Journey Level work.

Substitutions: Master's degree in one of the behavioral science fields or a BSW degree accredited by the Council of Social Work Education may substitute for one year of the required experience. MSW degree accredited by the Council on Social Work Education may substitute for the required education and experience.

## **REPORTING RELATIONSHIPS:**

**This Position Reports to:** Social Services Supervisor

**This Position has Supervisory and/or Management Responsibility for:** None, except for Senior Level which may be appointed as "acting supervisor" during times the supervisor is away from the office. In such cases, the Senior Level Social Caseworker would assume the decision making and supervisory roles of the supervisor.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the workings of the juvenile justice system, civil court processes related to dependency and neglect and guardianship actions, the Children's Code, and Volume Seven of the rules and regulations governing the provision of Title XX services;  
Knowledge of the dynamics and effects of elder abuse/neglect and the laws governing

intervention; Knowledge of child and adolescent development; Knowledge of and ability to utilize family assessment techniques; Skill in crisis intervention; Ability to testify in court; Ability to communicate both verbally and in writing in a clear and concise manner; Facilitation skills.

**SCOPE OF INTERPERSONAL CONTACTS:**

Requires contact with legal, medical, psychiatric/psychological professionals, members of the judicial system, community organizations and resources, foster parents, and other members of the agency for the purpose of developing effective treatment plans for clients and to help clients solve problems, as well as to educate the community about protection of clients and services available.

**WORK ENVIRONMENT:**

Approximately 50% of the work is generally performed in a standard office environment. The balance of the work is performed out of the office. Noise level is generally moderate, but may become loud on occasion.

Employee may be exposed to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation that affect the respiratory system, eyes, or the skin.

Disease of known or unknown origin, blood-borne pathogens, body fluids and tissue, the threat of direct or indirect violence/conflict by other individuals, and other unanticipated circumstances associated with the position.

**MATERIAL AND EQUIPMENT USED:**

Computer, printer, telephone, copier, fax machine, County and personal vehicles.

**PHYSICAL DEMANDS:**

*The following are some of the physical demands commonly associated with this position:*

**Mobility:**

Stands 10% of the time, walks 10% of the time, and sits 80% of the time.

Ascends or descends ladders, stairs, scaffolding, ramps, poles, and the like using feet and legs or hands and arms. Bends body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles. Bends body downward and forward by bending legs and spine. Reaches, extending hand(s) in any direction.

**Lifting:**

Exerts up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, and pull or otherwise move objects.

**Dexterity:**

Handles, seizes, holds, grasps, turns, or otherwise works with hand or hands, fingers, picks up, pinches, or otherwise works primarily with fingers rather than with the whole hand or arm.

**Vision:**

The vision requirements for this position are as follows: Close vision (clear at 20 inches or less). Distance vision (clear at 20 feet or more); Peripheral vision (ability to observe an area than can be seen up and down or to the left or right while eyes are fixed at a given point); Depth perception (three-dimensional vision, ability to judge distances and spatial relationships); Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

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.

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Employee signature

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Date

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Supervisor signature

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Date