

JOB DESCRIPTION

JOB TITLE: Caseworker

JOB RESPONSIBILITIES: Responsible for development, implementation, modification, and monitoring of client's individual program plans based on identified client criminogenic needs.

Essential functions of this job include, but are not limited to:

OPERATIONAL DUTIES

Intake

Reviews all available referral information and requirements, including previous CMIS information, prior to initial meeting with the client.

**Administers a quantitative assessment of clients' risk and criminogenic needs, including: criminal history, education/employment, financial, family/marital, accommodation, companions, alcohol/drug, emotional/personal, and attitude/orientation.

Identifies clients' barriers to successful program completion. Responds to barriers such as: age, education level, medical, mental health, transportation, etc.

Completes and/or reviews intake packet.

**Completes intake CCIS forms in required time frame, if required.

During Placement

Assists clients with becoming more positive, productive, prosocial members in the community.

Acts as an advocate for clients.

Administers assessment tools properly.

**Completes individual program plan (IPP) using the following criteria/standards:

- Utilizes assessment results to develop an effective IPP.
- Negotiates and executes a clear, mutual, flexible and realistic IPP based on risk, criminogenic needs, and referral source requirements. Addresses issues including, but not limited to: education/employment, financial, family/marital, accommodation, companions, alcohol/drug, emotional/personal, attitude/orientation, and program attendance.
- Completes IPP within established time frames.

- Negotiates goals and objectives with assigned clients.
- Refers clients to appropriate community resources and or Agency program(s) based on the IPP.
- Monitors IPP compliance and evaluates overall progress as well as goal achievement with the client on a regular basis at a minimum of twice monthly.
- Renegotiates IPP and weekly goals with clients and documents any changes. Ensures revised IPP is signed and dated by client and staff.

Prepares and maintains a confidential, organized, accurate, and updated case file for each assigned client.

Reads logs and facility shift reports on a daily basis to monitor the activity of his/her caseload.

Monitors clients' compliance with program rules.

Selects, implements, and utilizes progressive prosocial rewards, intervention and enforcement strategies that best fit the characteristics of the client and program in accordance with Agency and program objectives and policies and procedures.

Manages caseload in an effective manner. Manages time and organizes work demands appropriately. Meets deadlines established by the program management staff.

Meets with clients regularly and in accordance with program procedures. Accurately documents pertinent information from the meetings.

Conducts family/friend case review or release meeting.

Gets involved in family orientation as needed.

Uses the Agency's Client Management Information System (CMIS):

- Records all logs, initial meetings, weekly meetings, general logs, and discharge logs in CMIS in a timely manner.
- Documents behaviors, activities, concerns, and meetings.
- Updates information in demographic/profile section.
- Enters required test scores.
- Coordinates and monitors clients' scheduled activities.
- Completes monthly client progress reports in accordance with program guidelines and forwards them to the appropriate referral source.
- Completes admission forms on clients testing positive for alcohol and/or drugs. Logs positive UDS results. Logs denials.
- Enters reward/disciplinary information via action logs/reports.
- Enters accurate financial information.
- Documents communication with referral sources.
- Completes discharge checklist.

Addresses all privilege/disciplinary issues with clients.

****Monitors clients' employment and verifies timely submission of paychecks and/or pay stubs. Monitors and verifies collection and payment of client per diems, court costs, child support fines, restitution, etc.**

****Verifies and monitors that required community service hours are completed.**

Prepares and maintains accurate records, documents, and outside correspondence according to Agency specifications.

Participates in team meetings as scheduled with program staff and supervisor. Discusses client issues and case reviews. Obtains assistance in establishing goals and plans of action for clients.

Stays informed of community resources. Completes appropriate release of information forms as required for making a referral and/or releasing information.

****Transports clients to appointments if necessary.**

Notifies referral sources and service providers of any positive drug/alcohol test results. Requests approval from Program Coordinator, Operations Coordinator, Program Administrator or Program Manager for Gas Chromatography-Mass Spectrometry (GCMS).

****Functions as a programming instructor or facilitator, if assigned.**

Conducts family planning and release plan meetings with client's prosocial support person to assist client with re-integration to home life and the community.

Assists clients with making suitable housing arrangements.

Prepares clients for release from the program with approved and appropriate community placement plan.

Release

Conducts required release assessment. Makes referrals based on clients' needs.

****Completes release plan.**

****Completes release CCIS forms in required time frame, if necessary.**

Completes all necessary release forms upon clients' release from the program.

Prepares final report per program guidelines and submits to referral source.

Completes file closing procedures in a timely manner and submits all closed files to supervisor for review and approval.

COMMUNICATION AND INTERPERSONAL SKILLS

Identifies and clarifies major facility and critical client incidents. Takes appropriate and immediate action; documents them appropriately; and informs supervisor of status of situation.

Communicates with internal and/or external providers and referral sources to discuss client information and/or areas of concern.

Represents the program and Agency at court and designated community proceedings. Appears for court hearings, parole/probation violation hearings, etc., as required.

Facilitates and maintains productive communication while maintaining a professional, prosocial relationship with clients and employees.

Maintains appropriate boundaries with clients and employees.

Expresses empathy regarding client situations as appropriate.

Recognizes prosocial thinking and behaviors. Reinforces clients' prosocial thinking and behaviors within program guidelines.

Recognizes antisocial thinking and behaviors and attempts to extinguish them in a non-threatening manner.

De-escalates potentially volatile situations between clients when necessary utilizing cognitive-based intervention strategies.

MODELING SKILLS

Speaks positively about the program, staff, and the Agency.

Speaks positively about programming, law enforcement, courts, and the law in general.

Verbalizes prosocial thinking. Displays prosocial behavior.

Demonstrates respect toward employees and clients.

KNOWLEDGE

Facilitates groups as assigned or directed.

**Demonstrates an understanding of the principles of cognitive-behavioral therapy.

**Demonstrates an understanding of the principles of social learning.

Demonstrates an understanding regarding the use of client assessments.

Demonstrates an understanding of the importance of linking assessments and IPPs to criminogenic needs and responsivity.

Continues professional training and stays current in professional development.

Takes responsibility for the orderly running of the facility in the absence of a facility supervisor.

Ensures clients' rights are upheld. Maintains client and staff confidentiality according to Agency policies and procedures; state law; and federal regulations to include Confidentiality on Alcohol and Drug Abuse Patients Records, 42 C.F.R. Part 2 and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), 45 C.F.R. Parts 160 and 164.

OTHER

Participates in gathering audit documentation.

Attends court hearings as required.

Attends staff meetings and required training sessions.

This job description in no way states or implies that these are the only duties to be performed by this employee. He/she will be required to follow any other instructions and to perform any other duties requested by his/her supervisor.

Regular work schedule of 40 hours per week for designated full-time Caseworkers. (This schedule may include evenings and weekends as directed by program management staff).

*Duties marked with an asterisk do not apply to GWJ caseworkers.

**Duties marked with an asterisk apply to caseworkers in What Works programs only.

STRENGTH RATING/

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

**WORK
ENVIRONMENT:**

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

QUALIFICATIONS:

Bachelor's degree in Social Work, Counseling, Corrections, or related field. Six (6) months experience in Corrections and/or Social Service preferred. Must have strong organizational skills and be detail-oriented. Must possess excellent verbal and written communication skills. Must possess a valid Ohio driver's license and a driving record that does not preclude the employee from being covered by Agency liability insurance. Must have the ability to work effectively with Agency employees, outside contacts, and a diverse client population.