

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Caseworker
DEPARTMENT: Juvenile Services Center
WORK SCHEDULE: As Assigned
JOB CATEGORY: PAT III (Professional, Administrative, Technological)

DATE WRITTEN: June 2006 **STATUS:** Full-time
DATE REVISED: **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Caseworker for the LaPorte County Juvenile Services Center, responsible for the direct implementation of behavior management programs and related counseling efforts.

DUTIES:

Implements care plans, treatment plans, and behavior management programs on secure and non-secure units with individual detainees/residents, including observing, assessing, and recording behavior of detainee/resident, applying consistent behavior based contingencies such as positive and negative reinforcement, implementing unit rules and regulations, and modifying individual programs as necessary.

Assists with the Juvenile Community Transition Program (JCTP).

Assists detainees/residents in mediating disputes, using time management techniques, and completing school and related academic assignments. Implements crisis intervention therapies as needed.

Records, assesses, and communicates pertinent client information to unit staff members, parents/guardians, court officers, and others concerned with the disposition and/or treatment of residents as needed.

Appropriately records incoming and outgoing messages and correspondence related to unit and/or detainee/resident activities.

Maintains and updates detainee/resident files, including preparation of behavioral reports as requested.

Counsels with detainees/residents and families as needed. Organizes and conducts detainee/resident group sessions and assists in planning, scheduling, and supervising daily activities of detainees/residents. Brings in outside organizations to provide additional programming as necessary.

Reports detainee/resident progress and offers recommendations for further therapeutic and/or disciplinary actions to officers of the courts, parents/guardian, private therapists, schools, and related officials.

Responds to unit problems and emergencies and takes appropriate action as situations demand. Receives and/or gathers information to coordinate treatment and care plans.

Facilitates community service outings, utilizing alternative program participants and current level 2 detainees/residents.

Conducts fund raising events as necessary. Performs grant writing for various programs and initiatives.

Serves as Center representative on the local drug coalition board and attends other meetings as Center representative.

Attends unit staffing and related meetings, reporting on progress of individual detainees/residents and recommending program modifications as needed.

Attends in-service training and educational workshops/training seminars as required by the American Corrections Association and Department of Public Welfare.

Periodically performs duties of Community Supervisor/Transportation Officer and Youth Specialist Worker as required.

Testifies in legal proceedings/court as required.

Serves on 24-hour call and responds to emergencies from off-duty status.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree in Psychology or related social science field, with a minimum of one (1) year experience in a child care facility, or an equivalent combination of education and experience. Masters Degree preferred.

Must be at least 21 years of age.

Ability to meet all hiring requirements, including passage of a criminal background check, a medical exam, a drug test, and a tuberculosis (TB) test.

Possession of and ability to maintain possession of all required certifications and training requirements, including, but not limited to, CPR, CANS, first aid, biohazard, and therapeutic crisis intervention (TCI).

Knowledge of principles and practices of behavioral assessment, intervention strategies and techniques, crisis management, and treatment system assessment.

Extensive knowledge of the juvenile criminal justice system and juvenile code.

Knowledge of and ability to assess cases of chemical dependency, substance abuse, and physical, sexual, and emotional abuse.

Knowledge and ability to enforce Center's rules and regulations, resolve conflicts, and take authoritative action as situations demand. Knowledge of proper use of restraints and other assigned equipment.

Ability to apply knowledge of people/locations, plan/layout assigned work projects, and accurately complete required reports and case histories.

Ability to properly operate standard office equipment, including computer, copy machine, fax machine, and telephone.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, other County departments, juvenile detainees/residents and their families, mental health and social service agencies, other state and federal agencies, school and court officials, and members of the general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment on several tasks at the same time, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to testify in legal proceedings/court as required.

Ability to occasionally work extended, evening, and/or weekend hours and travel out of town, occasionally overnight, for training.

Ability to perform physical requirements of essential duties

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs a variety of counseling duties which are broad in scope and require the consideration of complex variables and their potential interrelationships in the assessment of individual clients as it pertains to the implementation of various intervention strategies and techniques. Guidelines are not always clearly applicable to particular situations and cases, calling for individual judgment in selection and modification of standard strategies and procedures to best fit existing circumstances.

III. RESPONSIBILITY:

Incumbent makes a substantial contribution to the proper functioning of the units and the effective implementation of detainee/resident treatment. Majority of work is performed according to general instructions and/or in conjunction with department policies and guidelines with proposed modifications from standard practices discussed with superiors as needed. Work is generally reviewed for overall soundness of practices and conformance with general goals and policies of the unit.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, juvenile detainees/residents and their families, mental health and social service agencies, other state and federal agencies, school and court officials, and members of the general public for a variety of purposes, including ensuring the proper care of detainees/residents, implementing necessary individual training and counseling, submitting necessary reports, evaluating and modifying individual programs, and continuing personal training and skill development.

Incumbent reports directly to the Counselor.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in both the residential and secure/correctional divisions of the Center and in the field, including sitting/walking at will, working in confined areas, lifting/carrying objects weighing over 50 pounds when restraining individuals, bending, driving, close vision, and hearing sounds/communication. Incumbent may be exposed to irate/hostile individuals and have to respond to situations involving potential physical harm to self and others.

Incumbent occasionally works extended, evening, and/or weekend hours and travels out of town, occasionally overnight, for training. Incumbent serves on 24-hour call and responds to emergencies from off-duty status.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Caseworker for the LaPorte County Juvenile Services Center describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name