

**POSITION DESCRIPTION  
COUNTY OF LAPORTE, INDIANA**

**POSITION:** Caseworker  
**DEPARTMENT:** Community Corrections Center  
**WORK SCHEDULE:** As Assigned  
**JOB CATEGORY:** POLE (Protective Occupations and Law Enforcement)

**DATE WRITTEN:** May 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 Community Corrections Center, responsible for implementing alcohol/drug service programs for detainees in community corrections programs.

**DUTIES:**

Manages individual referral cases, including collecting personal case histories, determining client condition, developing treatment plans and conducting follow-up investigations.

Serves as crisis intervention counselor with detainees for incidents such as sexual assault, suicide attempts, physical assaults and deaths in the family.

Assesses individuals and makes referrals to other appropriate mental health/treatment providers and coordinates other agency visits to the Center.

Conducts counseling sessions for individuals, families and/or groups, updates detainee records and files, and prepares follow-up reports as appropriate.

Attends staff meetings and consults with supervisor and co-workers as necessary.

Performs chemical dependency assessments on detainees and teaches alcohol/drug education classes.

Assists in developing new programs for alcohol/drug services and implements the adult education program for detainees.

Occasionally testifies in legal proceedings/court as necessary.

Occasionally responds to emergencies on a 24-hour basis.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED.

Must be at least 21 years of age.

Ability to meet all hiring requirements, including passage of a criminal background check and a drug screen.

Possession of or ability to obtain and maintain possession of all required certifications, including, but not limited to, CPR, first aid, and biohazard training.

Thorough knowledge of the policies and practices of the department and ability to ensure compliance with such policies by others.

Knowledge of treatment programs and services available to patients/detainees from government, social, and private agencies, with ability to make referrals and assist patients/detainees with programs as needed.

Working knowledge of principles and practices of behavioral assessment, intervention strategies and crisis management.

Working knowledge of standard office procedures and computer software applications used by the department, with ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed written reports as required.

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

Ability to organize, implement, and follow through on special projects, and develop and maintain cooperative working relationships with various outside departments and agencies.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Courts, Probation, mental health agencies, patients/detainees and their families, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

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 hostile/violent individuals.

Ability to understand, memorize, retain and follow oral and written instructions.

Ability to maintain complete and accurate files and records.

Ability to compare and observe similarities and differences between data, people, or things.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

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

Ability to apply knowledge of people and locations, plan/layout assigned work projects, and perform arithmetic operations.

Ability to testify in legal proceedings/court as necessary.

Ability to regularly work evenings and occasionally work extended and/or weekend hours. Ability to occasionally travel out of town for training/seminars, sometimes overnight.

Ability to respond to emergencies on a 24-hour basis.

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

## **II. RESPONSIBILITY:**

Incumbent works according to standard department policies and procedures and standard practices of the profession, exercising judgment in assessing/counseling individuals and making referrals. Highly unusual cases/circumstances are discussed with supervisor at incumbent's discretion. Work is primarily reviewed for soundness of judgment, attainment of objectives, and compliance with legal requirements. Errors in decision or work may not be readily detected by periodic supervisory review and may lead to loss of life to self, co-workers, or public, and have adverse effects upon department operations, and inconvenience to members of the public.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, Courts, Probation, mental health agencies, patients/detainees and their families, and the public for purposes of exchanging information, rendering service, providing instruction/counseling, and resolving problems.

Incumbent reports directly to the Assistant Director.

**IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, in a correctional facility, and in the field, involving sitting/walking at will, sitting for long periods, keyboarding, driving, close vision, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent maintains considerable contact with detainees and may be exposed to hostile/irate individuals and/or physical violence.

Incumbent regularly work evenings and occasionally works extended and/or weekend hours. Incumbent occasionally travels out of town for training/seminars, sometimes overnight. Incumbent occasionally responds to emergencies on a 24-hour basis.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Caseworker for the LaPorte County Community Corrections 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