

**Rio Grande County  
Job Description**

**Job Title:** Child Protection Caseworker  
**Department:** Department of Social Services  
**Reports to:** Social Services Manager  
**FLSA Status:** Exempt  
**Prepared by:** Mary Beth Miles, Intern; Greg Parra, Jody Kern  
**Prepared Date:** December 2010 Updated October 2019  
**Approved By:** Board of County Commissioners  
**Approved Date:** January 2011/2017

**SUMMARY:**

This position provides ongoing intensive social services to families where child abuse and neglect is present or suspected, or to families involved in youth-in-conflict situations as an effort to resolve these circumstances. Assignments include the provision of extensive assessment and situational evaluation, counseling, crisis intervention, resource mobilization, and information and referral around all areas of child protection.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** are outlined as follows. Additional duties may be assigned as well.

Worker is involved in crisis intervention, evaluation and preliminary treatment planning for negligent and abusive parents; emergency placement of children, preparation and participation in dependency and detention hearings, joint investigations with various police departments. May enter homes to remove abused children where threats of violence exist. This position requires the capacity to resolve conflicts and work effectively under adverse conditions—limited time frames, stressful and emotionally charged situations.

Supervises placement of children, coordinates parent/child visits, determines when and if a child should be recommended to return to the home.

Evaluates and assesses the need for services; provides crisis intake, and/or develops long-term case plans specific to the child(ren) and family. Monitors client progress and modifies case plans as needed.

Provides immediate short-term counseling or crisis intervention to stabilize the critical situation and to delay or prevent the removal of a family member.

Takes immediate measures to place children in protective custody when situations warrant such intervention.

Gathers and consolidates background information to present as documentation for initial court hearings and provides summaries that facilitate appropriate placement.

Participates in staffing with school, mental health facilitates, child protection review teams, and other professionals involved with family members.

Attends court hearings; confers with lawyers, children, parents, witnesses and significant others with regard to their respective roles.

Supervises visits between children, parents, and other relevant persons.

Regularly interacts with foster parents or other caretakers providing for children placed with them.

Provides or arranges for client transportation.

May process applications for licensing of families for foster parents, includes sending off forms, interviewing, home visits, background checks, and arranging for training. Yearly reapplication is required.

Serves as information and referral source for other professionals and for the public.

Provides ancillary assignments as needed including preparing and maintaining client records, including but not limited to, State required forms and reports.

May process applications for individuals/families and in need of emergency assistance. Contact resources to assist individuals/families. Complete paperwork needed for payment, report to State office every six months, and compile statistics on clients.

Works closely with law enforcement agencies, schools, employers, health and welfare agencies.

Each Caseworker is on 24-hour call for one-week at a time according to a rotating schedule. During this time the individual is required to respond to emergency situations after working hours.

The employee may perform other duties as assigned by the unit supervisor and/or the Director of Social Services. The work week is Monday thru Friday with 7.5 (seven and one half) hour days. Any work that extends beyond 37.5 hours per week must have prior supervisor approval.

**SUPERVISORY RESPONSIBILITIES:**

None

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability the position requires. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Worker must have a working knowledge and ability to use a computer and word processing programs.

### **EDUCATION AND/OR EXPERIENCE:**

The minimum educational requirement for this position is a human behavioral science degree, the applicant must have a degree with major course work (equivalent to 30 semester hours or 45 quarter hours) in either development of human behavior, child development, family intervention techniques, diagnostic measures or therapeutic techniques such as social work, psychology, sociology, guidance and counseling, and child development.

The following qualifications are required by Rio Grande County, per the State of Colorado's CDHS requirements:

1. For a professional entry (training) level position—A Bachelor's degree with a major in a human behavioral science field.
2. For a professional Journey Level Position:
  - a. A Bachelor's degree with a major in a human behavioral science field and one year of professional caseworker experience acquired after the degree in a public or private social services agency; or,
  - b. A Bachelor's of Social Work degree with a major in a public child welfare and successful completion of an approved field placement in a county department of social/human services; or,
  - c. A Master's degree in social work or human behavioral science field.

A Master's Degree in community counseling, social work or a related field preferred. Additionally, the applicant must have successively completed the Caseworker Academy, which includes 7-weeks of course work in the Denver-Metro area. There is a one-year probationary period associated with this position.

### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers/clients, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

### **MATHEMATICAL SKILLS:**

Ability to calculate basic math functions.

**REASONING ABILITY:**

Applicant must retain the ability to define problems, collect data, establish facts, and draw valid conclusions. Further, the individual must be able to interpret an extensive variety of technical instructions which deal with abstract and concrete variables. Must be able to analyze complex situations, formulate plans, and make quick decisions

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is regularly required to verbally interact with clients and co-workers. The employee frequently is required to sit. The employee must regularly lift and/or move up to ten (10) pounds. Vision abilities require by this job include close vision, distance vision, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The great majority of work is performed in an office environment. On occasion, the individual may drive in poor weather conditions or handle potentially hazardous situations involving clients.