

SCHUYLKILL COUNTY  
CLASSIFICATION DESCRIPTION

JOB TITLE: Casework Supervisor  
DEPARTMENT: Children & Youth Services

GENERAL SUMMARY: Under direction, supervise Caseworkers 1 and 2 in performance of job duties and responsibilities; direct work and coordinate activities of work unit in specialized area of child directed casework.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide direct supervision to professional casework staff in specialized areas of child directed casework; review intake information, assign caseloads and related duties, assist agency staff members through individual and group meetings in analyzing case problems and improving diagnostic and helping skills; review case records, referrals and agency forms; suggest improvements and changes in agency policies and procedures; evaluate performance; communicate and enforce work policies, procedures and standards; recommend, provide for and participate in staff training; recommend hiring, discipline, and discharge. Casework Supervisor must exercise discretion and independent decision making when providing supervision and daily oversight of cases.
2. Direct work and coordinate activities of work unit; participate in development and implementation of administrative policies; ensure referral services are appropriate, effective and delivered timely; coordinate activities of staff in providing counseling services to assist clients with emergencies or problems of a crisis nature; review assessments to determine whether information gathered warrants investigation; review child service and/or placement recommendations; evaluate outcomes of family service planning and recommendations; meet with Children and Youth Executive Director to review unusual cases or difficult problems; assist with preparation of court testimony; attend court hearings. Provide directives to staff related to safety, permanence and well-being of children.
3. Prepare reports on unit statistics and level of service; ensure timely completion of department records and reports; assist with development of department budgets and contracts.
4. Participate in interagency team, supervisor, staff, and committee meetings; develop community resources to provide alternative services to meet the needs of clients.
5. Participate in after hours on-call system, which requires immediate response/decision making for emergency and crisis situations.
6. Assess services provided to the agency's contracted service provider system. Make decisions whether additional services are needed and assist in the referral process.
7. Personally conduct client drug/alcohol screenings by using a mouth swab, which is forwarded to a scientific testing lab. Assist caseworkers with the new urine drug screen process.

8. Maintain State Casework Supervisor Certification by participating in required hours annually.
9. Performs other related duties as assigned.

**JOB SPECIFICATIONS:**

\*Indicates developed after employment

Education/Employment: Two years of professional experience in public or private social work and a Bachelor's degree with major course work in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences; or any equivalent combination of experience and education which includes 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences.

Knowledge:

Thorough knowledge of PA Title Code 55, Public Welfare Code, Foster Family Care Agency regulations, Child Abuse Law, Juvenile Act, state and federal Independent Living program guidelines.\*

Thorough knowledge of risk assessment guidelines.\*

Thorough knowledge of case management principles, techniques, and methods.

Thorough knowledge of County and department policies and procedures.\*

Thorough knowledge of ethical principles for field of social work.

Thorough knowledge of service providers and other community resources available for client population.\*

Thorough knowledge of assessment practices and procedures.\*

Thorough knowledge of interviewing techniques.\*

Knowledge of HIPAA Regulations as they pertain to privacy, security, and confidentiality. \*

Abilities:

Ability to apply supervisory principles to practical, everyday situations.

Ability to prepare reports and present facts and ideas in a clear and organized fashion.

Ability to maintain morale as supervisor of a work unit.

Ability to evaluate programs and services, identify strengths and weaknesses, make recommendations, and follow through on a plan of action.

Ability to interpret and apply relevant laws, regulations, and policies governing agency

services.

Ability to demonstrate non-judgmental attitude toward clients with varying social and cultural backgrounds.

Ability to establish and maintain effective working relationships with human service, health care and school professionals, attorneys, children and youth receiving services, and family of children and youth.

Ability to communicate effectively, both orally and in writing.

Ability to interact effectively with persons who are physically, mentally, emotionally, or economically disadvantaged, or involved with criminal justice system.

Working Conditions:

Work is performed in normal office environment, but requires occasional travel during and after work hours to conduct on-site visits and attend community, regional and statewide meetings and trainings. Work may frequently involve responding to angry or upset people and occasionally involve some threat to personal safety when intervening in a crisis situation. Work is performed with frequent interruptions. Work may require some lifting, up to 15 lbs., and some moderate bending, stooping, sitting or standing for longer periods of time.

DISCLAIMER:

Classification descriptions are intended to describe the general nature and level of work being performed by a person assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required to perform the job.

REPORTS TO: County Casework Manager 1  
FLSA STATUS: Exempt  
DATE: November 2016