

FAMILY SERVICES
POSITION DESCRIPTION

Position Title Caseworker – Family Based Mental Health/ Specialized Family Based Mental Health for Sexually Abused Children and Adolescents

Employee

Reports To Director/ Supervisor of Family Based Mental Health/Specialized Family Based Mental Health for Sexually Abused Children and Adolescents

Summary:

Family Services' positions require employees to maintain certain skills and characteristics to perform job tasks successfully. These characteristics include the flexibility to work independently and in a team environment, as well as willingness to do whatever it takes to get the job done while maintaining the highest level of professional integrity. This means maintaining confidentiality and following workplace policies and procedures, supervisory directives, and even changing work assignments if deemed necessary by management. Effective time management skills are essential to performing multi-task functions in an efficient manner. The ability to communicate effectively both in oral and written form is vital. This facilitates collaboration with clients and a range of other stakeholders. Effective written communication skills also result in meeting the documentation requirements of various funding sources. Additionally, Family Services stresses ongoing learning and professional development as well as openness to supervisory feedback.

This position requires the ability to respond to various differences among the agency's clientele and staff, including but not limited to economic, ethnic, religious, sex, age, and disability status. Workers should be sensitive to any and all differences. Employee must possess a capacity for appropriate assertiveness skills, as well as good relationship skills which allow for dealing with staff/clients under stress.

Position requires a commitment to Family Services' mission to strengthen families as the ideal nurturing environment for people, empowering individual members to grow. Employee acts in accordance with the Social Work Code of Ethics.

Functions as a caseworker, providing direct social services to assigned caseload, coordinates case effects with funding source and related agencies. Provides crisis service to caseload. Ability to provide after workday hours. Delivers intensive services to assigned caseloads, responding to a wide range of problems which require strong critical thinking skills, creativity, and the ability to make sound judgments regarding therapeutic interventions. Considerable day and evening driving to County areas is

required. Worker is required to have valid driver's license, and access to reliable transportation is essential. Worker is required to visit client's homes on a regular basis. Worker should be able to effectively manage self in crisis situations (violence, physical aggression, etc.) Position requires 24-hour on call service; worker must be willing to carry a beeper. Position requires videotaped sessions. Worker must have knowledge and understanding of family systems therapy and development life cycles. In addition, worker's will attend training and consultation to address sexual trauma specific treatment issues including sexual victimization treatment and the development of skills to address sexually reactive behavior, safety planning and crisis intervention.

Examples of Tasks Performed and Work Assigned

1. Provides all methods of therapeutic services to clients as assigned.
2. Interviews assigned clients in client's home on a regular basis.
3. Provides 24-hour on-call crisis service availability to assigned caseload.
4. Maintains collateral relationships with other agencies, participates in case staffing and attends meetings with other funding sources as assigned by supervisor.
5. Markets agency services to referral sources and general community.
6. Maintains reports per agency policies.
7. Maintains case records per agency policy and does so in a timely manner.
8. Demonstrates coordination skills in working with families, staff and other agency personnel.
9. Advocates for client and/or stimulates client to act on his/her own.
10. Establishes a professional relationship with the client.
11. Demonstrates an understanding of community organizations and their purposes.
12. Demonstrates appropriate assertiveness skills.
13. Attends a three (3) year model curriculum provided by the Philadelphia Child and Family Therapy Training Center, Inc. aimed at developing the necessary knowledge base of Pennsylvania's Family Based Mental Health program. The schedule is devised by CGC of CHOP and includes two sessions each month in the Western Region (for a total of approximately 13 - 14 per year). The training will be completed upon graduation or leaving the Family Based Mental Health program.

- 14. Participates in individual, group, peer and overall agency supervisory and staff development activities.
- 15. Interacts with primary, external and internal customers of the agency in such a manner that the customer experiences increasing quality; participates as a member of a Quality Team.
- 16. Performs other duties as assigned.

Required Education/Experience

Bachelors degree in drug & alcohol, education, counseling, child welfare, probation and/or criminal justice.

Employee Signature

Supervisors Signature

Date

Date

Revised: April 2017