



POSTING: March 26, 2024 or until filled

ANNUAL SALARY: Position is a salaried position with an annual wage range of \$41,566 up to \$48,901 annually after successful completion of ninety (90) day probationary period. (Salary will be \$3,394.56 up to \$3,993.58 per month during 90-day probationary period).

BENEFITS: The following benefits are offered as a full-time permanent employee: Health Insurance, Retirement Plan. Paid time off/leaves as follows: Vacation (PTO), Sick, Personal Leave.

Job Title: Case Worker (Intake and/or Ongoing)

Division: Div. Youth and Family Services

Department: Human Services

Reports To: DYFS Lead Case Worker and DYFS Supervisor (PRN)

PRIMARY RESPONSIBILITIES

A Caseworker/Case Manager (CW/CM) shall Work under direct supervision while learning job tasks and developing skills and knowledge. They are responsible to meet with the direct supervisor frequently for direction and make significant decisions with supervisor oversight. All documentation within the state Trails system, as well as physical documents is reviewed by the direct supervisor. CW/CM perform initial intake and supervisor assisted ongoing case management. CW/CM performs initial assessments and evaluations of individual or family needs using safety and risk assessments to assist in providing crisis intervention. CW/CM provides/arranges CORE therapeutic services and recommends service referrals to community resources and/or other services.

DUTIES INCLUDE THE FOLLOWING AND/OR OTHER DUTIES AS ASSIGNED:

- Position requires a thorough knowledge of supervisory techniques, human behavior, the dynamics-of child abuse and neglect youth in conflict and other areas related to service delivery focused on children and youth, casework principles and practices.
- Qualified candidates must possess extensive skill in case planning and the handling of high conflict families in a trauma informed manner.
- Must possess skill in writing and editing reports; skill in interpreting rules, regulations, laws and procedures; an ability to deal with stress and emergencies; a knowledge of the court system and its workings with respect to child welfare; Ability to resolve conflict; evaluate staff and clients, knowledge of agency, state, and federal guidelines and laws and Colorado Children's Code.
- Position provides guidance on child abuse and neglect, youth in conflict, foster care, placement alternatives, day care, and adoptions.
- Must attend court hearings
- Follow guidelines set in Volumes VII and VIII of the CDHS manual, the Children's Code, state statutes, and if applicable, the Child Abuse Team. Considerable judgment may be required in interpreting the guidelines for a particular case situation.
- Assess safety of children in their current living environment.
- Provides supportive counseling referrals in the areas of health, housing, home management and out of home placement.

- Intervenes in crisis situations to evaluate and stabilize situations.

Applicants will be responsible for other duties as assigned based on needs of the unit.

- In crisis situations, the Qualified Candidate may be required to coordinate cooperative problem solving with high conflict parents, police and other community organizations. Must be in contact with various community resources and agencies in order to provide coordination in the provision of services to children through the exchange of information and problem solving.
- Position requires some overnight travel to various trainings and meetings.
- Position requires good computer navigational skills for various state system programs, as well as for basic correspondence processes.
- The great majority of work is performed in a standard office environment.
- On occasion the Qualified Candidate may be required to drive in poor weather conditions or handle potentially hazardous crisis situations in a client's home.

Additional Requirements:

- A valid driver's license and current automobile insurance is required.
- Applicants will be required to provide a DMV report if the position is offered.
- Applicants will be required to submit to a criminal/background history and pre-employment drug screen.
- Applicants will be required to complete certification for administering drug screens.
- A professional and appropriate dress code is in effect for all employees of the office

Qualifications:

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

Language Ability:

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

Math Ability:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

To perform this job successfully, an individual should have knowledge of word processing software, spreadsheet software, payroll systems, human resource systems, database software, state defined case management systems.

Education/Experience:

Bachelor's degree (B.A./B.S.) from four-year college or university; with an equivalent of thirty (30) semester or forty-five (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, as defined in State of Colorado Code of Regulations (12 CCR 2509-7).

Knowledge, Skills, and Other Abilities:

- Knowledge of protective services and public assistance rules, regulations, protocol, and procedures. Knowledge of community assistance resources and agencies.
- Working knowledge in government systems, such as Colorado Child Protective Services system (TRAILS), and in all relevant program policy.
- Ability to communicate and work effectively with co-workers, other agencies, elected officials, vendors, and the public.
- Ability to lead and train others; ability to objectively review the performance of others.
- Ability to effectively plan, schedule, and organize.
- Ability to assess situations and make prudent decisions; ability to effectively apply conflict resolution and problem-solving skills.
- Ability to develop and implement new and innovative plans and strategies as the division's needs and focus change.
- Ability to effectively use standard office equipment, including computer, fax machine, copier, and telephone. Proficiency with Microsoft Office programs including Word, Excel, and PowerPoint.
- Maintain regular and punctual attendance.

PREFERRED REQUIREMENTS:

- Master's Degree in Social Work from an accredited college or university or a Master's degree in one of the behavioral sciences.
- Two (2) years of direct experience in child welfare: social work, case management, and community outreach supervision.

PHYSICAL DEMANDS: Position requires substantial movement with respect to repetitious standing and sitting within the office area and in the public. On occasion, may be required to lift light to moderately heavy loads.

FLSA STATUS: Non-Exempt

Please include a letter of interest, resume, and references

Application may be obtained from and returned to:

Colorado Workforce Center
140 North Commercial Street
Trinidad, CO 81082
Phone (719)846-9221
Fax (719)846-7594

Email: cdle_trinidad_wfc@state.co.us

