



JOB DESCRIPTIONS

HOME BASED CASEWORKER

Home based case workers (HBCW's) will provide in-home services that are high quality, family centered, and culturally competent. They should be effective in reducing maltreatment, improving care taking and coping skills, enhancing family resilience, supporting healthy and nurturing relationships, and children's physical, mental, emotional and educational well-being. The responsibility of the HBCW will include the following:

- Assessing the individual needs of the clients that you are servicing.
- Creating and implementing treatment plans for families that are currently involved with the Department of Child Services.
- Transporting clients to and from appointments, court appearances, visits, and other like appointments as deemed appropriate by the treatment plan utilizing your own personal vehicle.
- Supervising visits with clients and their children in their homes and/or community settings.
- Assisting families in utilizing resources in the community to assist client in obtaining self-sufficiency.
- Novice computer skills are required as this job requires frequent use of computers, internet and cell phones.
- 24 Hour access to a computer and internet.
- The ability to teach clients effective parenting skills.
- The ability to remain unbiased of the population that you are servicing while focusing on clients strengths.
- Attending Court and Child and Family Team Meetings (CFTM) when requested by Family Case Manager.
- Completion of progress note and monthly reports in a timely fashion.
- The ability to function independently, with little to no supervision while maintaining ethical professionalism at all times.

- The ability to attend 1-2 hours of case staffing/supervision once per 25 hours of client contact or a minimum of once every two weeks. **IF YOU CANNOT FULFILL SUPERVISION REQUIREMENTS PLEASE DO NOT APPLY.**
- The ability to work a minimum of 10 hours weekly.
- Maintaining a valid driver's license, registration and proof of insurance for your automobile.
- Ability to pass a Child Protective Service Check, law enforcement check, and sex offender check.
- Bachelors in Social Work, Psychology, Mental Health Counseling, Criminal Justice, or any other Human Service field, plus two or more years' experience working with children, adolescents and families in a child welfare, mental health, school, or juvenile justice setting.

HOMEMAKER/PARENT AID

Homemaker/parent aid provides assistance and support for parents who are unable to appropriately fulfill parenting and/or homemaking functions. Paraprofessional staff assists the family through advocating, teaching, demonstrating, monitoring, and/or role modeling new, appropriate skills in an effort to build self-sufficiency.

The responsibility of the homemaker/parent aid will include the following:

- Assisting clients with home management task including but not limited to; dusting, mopping, laundry and shopping.
- Escorts clients to medical appointments, apartment hunting, and job searching as needed if transportation is directed by case plan.
- Being a mandated reported by the Department of Child Services if there are any unsafe conditions, or signs of abuse and/or neglect of a dependent child.
- Demonstrate respect for the rights, dignity and self-worth of clients.
- The ability to remain unbiased of the population that you are servicing and focusing on clients strengths.
- Attending Court and Child and Family Team Meetings (CFTM) when requested by Family Case Manager or subpoenaed by court.
- Utilizing your own personal vehicle for transporting clients to and from appointments.
- Completion of progress notes and monthly reports in a timely fashion.
- The ability to function independently, with little to no supervision.
- The ability to attend 1-2 hours of case staffing/supervision once per 25 hours of client contact or a minimum of once every two weeks. **IF YOU CANNOT FULFILL SUPERVISION REQUIREMENTS PLEASE DO NOT APPLY.**
- The ability to work a minimum of 10 hours weekly. (Schedule is flexible although some clients may only have weekend and/or evening availability).
- Maintaining a valid driver's license, registration and proof of insurance for your automobile.
- Ability to pass a Child Protective Service Check, law enforcement check, and sex offender check.
- High school diploma and experience in nursing, education, social services, psychology or any human service field.

VISITATION SUPERVISOR

All Visitation Supervisors will be responsible for supervising visits and providing a safe, secure environment, physically and emotionally for children in alternate care by supervising visits with their natural parent(s) or custodial parents. The responsibilities of a visitation supervisor will include the following:

- Monitoring and, if necessary, intervening with the parent or child who demonstrated inappropriate physical or verbal behaviors.
- To report as soon as possible any problems or concerns regarding a specific client, social worker or visitation request.
- Creating and implementing treatment plans for families that are currently involved with the Department of Child Services.
- Transporting clients to and from supervised visits, court appearances, and other like appointments as deemed appropriate by the treatment plan utilizing your own personal vehicle.
- Novice computer skills are required as this job requires frequent use of computers, internet and cell phones.
- 24 Hour access to a computer and internet.
- The ability to teach clients effective parenting skills.
- The ability to remain unbiased of the population that you are servicing while focusing on clients strengths.
- Attending Court and Child and Family Team Meetings (CFTM) when requested by Family Case Manager.
- Completion of visitation reports within 24 hours and monthly reports in a timely fashion.
- The ability to function independently, with little to no supervision while maintaining ethical professionalism at all times.
- The ability to attend 1-2 hours of case staffing/supervision once per 25 hours of client contact or a minimum of once every two weeks. **IF YOU CANNOT FULFILL SUPERVISION REQUIREMENTS PLEASE DO NOT APPLY.**
- The ability to work a minimum of 10 hours weekly. (Schedule is flexible although some clients may only have weekend and/or evening availability).
- Maintaining a valid driver's license, registration and proof of insurance for your automobile.
- Ability to pass a Child Protective Service Check, law enforcement check, and sex offender check.
- HS Diploma plus 5 years' experience working with children and families, or a Bachelor's degree in a Human Service Field.

HOME BASED THERAPIST

All therapist will have the ability to provide structured, goal-oriented, time-limited therapy in the natural environment of families who need assistance recovering from physical, sexual, emotional abuse, and neglect. Other issues may include substance abuse, mental illness, personality/behavior disorder, and developmental disability. The responsibility of the Home Based Therapist will include the following:

- The ability to provide Evidenced-Based treatment and practice models based on the diagnosis and needs of the client.
- Ability and willingness to work with families in the home, school and other appropriate settings in the community.
- Strong clinical, interpersonal, communication skills.
- Creating and implementing treatment plans for families that are currently involved with the Department of Child Services.
- Transporting clients to and from court appointments, visits, and other like appointments as deemed appropriate by the treatment plan utilizing your own personal vehicle.
- Supervising therapeutic visits with clients and their children in their homes and/or community settings and intervening when necessary.
- Novice computer skills as this job required frequent use of computers, internet and cell phone.
- Remaining unbiased of the population that you are servicing and focusing on clients strengths.
- Attending Court and Child and Family Team Meetings (CFTM) when requested by Family Case Manager.
- Completion of progress note and monthly reports in a timely fashion.
- The ability to function independently, with little to no supervision while maintaining ethical professionalism at all times.
- The ability to attend 1-2 hours of case staffing/supervision once per 25 hours of client contact or a minimum of once every two weeks. **IF YOU CANNOT FULFILL SUPERVISION REQUIREMENTS PLEASE DO NOT APPLY.**
- The ability to work a minimum of 5-10 hours per week. (Schedule is flexible although some clients may only have weekend and/or evening availability.
- All applicants must have a Master's degree in social work (MSW), Psychology, Mental Health or an MA in a related field from an accredited university.
- All applicants must be licensed or eligible for licensure as a LCSW, LMHC, LCAC or LMFT.
- Two or more years' experience working with children, adolescents and families in a child welfare, mental health, school, or juvenile justice setting.

- Maintaining a valid driver's license, registration and proof of insurance for your automobile.
- Ability to pass a Child Protective Service Check, law enforcement check, and sex offender check.

COUNSELOR

Counseling services include the provision of structured, goal-oriented therapy for families affected by physical abuse, sexual abuse, emotional abuse, or neglect. Other issues, including substance abuse, dysfunctional families of origin, etc., may be addressed in the course of treating the abuse or neglect. In addition, counseling may be provided to address family or youth issues that resulted in the involvement of juvenile probation. Home Based Counselors will be responsible for working with individuals, groups and communities to improve mental health, encouraging clients to discuss emotions and experiences, examining issues including substance abuse, aging, bullying, anger management, careers, depression, relationships, LGBTQ issues, self-image, stress and suicide. The responsibility of Home Based Counselors will include the following:

- The ability to provide Evidenced-Based treatment and practice models based on the diagnosis and needs of the client.
- Ability and willingness to work with families in the home, school and other appropriate settings in the community.
- Strong clinical, interpersonal, communication skills.
- Creating and implementing treatment plans for families that are currently involved with the Department of Child Services.
- Transporting clients to and from court appointments, visits, and other like appointments as deemed appropriate by the treatment plan utilizing your own personal vehicle.
- Supervising therapeutic visits with clients and their children in their homes and/or community settings and intervening when necessary.
- Novice computer skills as this job required frequent use of computers, internet and cell phone.
- Remaining unbiased of the population that you are servicing and focusing on clients strengths.
- Attending Court and Child and Family Team Meetings (CFTM) when requested by Family Case Manager.
- Completion of progress note and monthly reports in a timely fashion.
- The ability to function independently, with little to no supervision while maintaining ethical professionalism at all times.
- The ability to attend 1-2 hours of case staffing/supervision once per 25 hours of client contact or a minimum of once every two weeks. **IF YOU CANNOT FULFILL SUPERVISION REQUIREMENTS PLEASE DO NOT APPLY.**
- The ability to work a minimum of 5-10 hours per week. (Schedule is flexible although some clients may only have weekend and/or evening availability.

- All applicants must have a Master's degree in social work (MSW), Psychology, Mental Health or an MA in a related field from an accredited university.
- All applicants must be licensed or eligible for licensure as a, LMHC, LCAC or LMFT.
- Two or more years' experience working with children, adolescents and families in a child welfare, mental health, school, or juvenile justice setting.
- Maintaining a valid driver's license, registration and proof of insurance for your automobile.
- Ability to pass a Child Protective Service Check, law enforcement check, and sex offender check.