

CASE WORKER ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is a paraprofessional casework assistance position involving responsibility for providing practical casework service to those families and individuals in the community who are in need of services provided by the department. While receiving intensive on-the-job training and education, under the supervision of a caseworker or senior level staff member, the duties of the caseworker assistant will eventually cover most facets of the caseworker's position, but with a limited level of autonomy.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists in the development of treatment plans;
- Reviews case records to gather information;
- Interviews clients and other service providers to gather information;
- Helps clients locate and obtain suitable housing;
- Assists clients with budgeting, shopping, nutritional planning and other life skills;
- Transports to, observes and records parent-child visitations;
- Acts as an advocate with client's service providers, the court or schools;
- Prepares periodic progress reports, performs other tasks for the caseworker as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Knowledge of federal, state and local social services rules and regulations; knowledge of services available from the Department; ability to establish and maintain successful relationships with people of observation and analysis.

MINIMUM QUALIFICATIONS: Associate's degree in human services, social work, sociology or psychology.

NOTE: 60 credit hours (2 years college), including 24 credit hours in human services, social work, sociology or psychology, can be substituted for the associate's degree.