

CASEWORKER

JOB DESCRIPTION

GENERAL DESCRIPTION

As an employee of Shults-Lewis, you are required to be a faithful member of the Church of Christ, as outlined in the by-laws and updated by the Board of Trustees.

The Caseworker serves as the case manager, confidant, and liaison for all the residents and their parents/guardians.

QUALIFICATIONS

A minimum of a Bachelor's degree in Social Work or equivalent related field; the ability to submit written reports and materials; training in counseling and interpersonal communications skills.

RESPONSIBILITIES

1. Make doctor appointments for residents. Keep master files of appointments.
2. Transport residents to doctor appointments
3. Lead focus and process groups on a regular schedule and updates therapeutic logs
4. Complete various testing on incoming residents, such as WRAT (Wide Range Achievement Test), CANS (Child and Adolescent Needs, and Strengths), ACES, Trauma Survey, etc. to help assess the residents' needs
5. Be available for "on-call" rotation with other social services' team members
6. Arrange visits for residents. This includes completing the yearly visit calendar and sending it to all parents/guardians.
7. Create the staffing schedule on a quarterly basis. Send completed staffing schedule to houseparents and staff.
8. Create and schedule monthly psychiatric evaluation for residents. Attend the evaluations with the therapist. The caseworker is responsible for making sure all medications are correct in type, dosage, etc. before giving to houseparents.
9. Attend weekly communication meetings and weekly counselor meetings

10. Writes, distributes, and files all critical incident reports
11. Reads all of the residents' incoming mail, ensuring appropriateness, and keeps log of all of the residents' mail
12. Updates population lists, residents' family address lists, and other lists as needed and distribute list monthly.
13. Update the Placement Update Form on all residents each time there is a change and distribute
14. Assist in preparing and formulating treatment plans and reports as needed, especially to parents/guardians and caseworkers
15. All other duties as assigned

Revised Tuesday, September 4, 2018