



## Job Description

**Job Title:** Caseworker  
**Salary Range (DOE):** \$13.00-\$15.80/hour  
**Hours:** FT - 40 hours/week  
**FLSA Status:** Non-Exempt  
**Approved By:** Roseanne Ibarra  
**Approved Date:** April 18, 2017

### Summary

The Caseworker provides support services to the ARC Family Resource Center (FRC) and FIRST 5 Mendocino. He/she provides support to the ARC FRC Manager, the Executive Director and the Commission in its mission to serve and support parents and others who care for young children in Mendocino County.

The Caseworker will receive referrals from Family and Children's Services (FCS) that do not legally require their follow-up but where a family would benefit from community based services.

Responsibilities of the Caseworker include, but may not be limited to:

- \* Review/prepare the case and create a file, before contact with the family is made;
- \* Contact families based on "First Client Contact" policies and procedures;
- \* Engage families by conducting up to one face-to-face visit per week with the family, including at least one home visit per month, assist in arranging services and regularly reassess the family strengths and needs;
- \* Provide services to referred families;
- \* Responsible for maintaining a file and documenting all contacts with families, enter data into the data base and ensure all necessary documents are in place;
- \* Participate in Internal Caseworker Peer Support meetings in addition to other required meetings and mandatory trainings that may require out of town travel;
- \* Utilize required assessment tools to measure families progress;
- \* Maintain confidentiality in all aspects of daily job duties;
- \* And other duties as assigned, including but not limited regular office procedures.

**Minimum Qualifications:**

- Experience working in human services and with families;
- Strong organizational and prioritization skills;
- Consistent and professional work demeanor;
- Works effectively under pressure and can handle multiple assignments and interruptions;
- Enjoys new projects and takes initiative while maintaining regular work routines and production;
- Experience in a professional office environment. At least intermediate knowledge Microsoft Word and Excel, and familiarity with all other Microsoft Office Suite Programs.
- Bilingual English/Spanish preferred.

**Qualification**

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.

**Education and/or Experience**

- A minimum of one (1) year of increasingly responsible experience in human services, early childhood education, liberal studies or related field of study; or
- A combination of education and experience that would likely provide the qualifying knowledge and abilities.

**Language Skills**

- Ability to read, write and speak English and Spanish.
- Ability to read and interpret documents.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before the Commission, staff and clients.

**Mathematical Skills**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability**

Ability to apply common sense understanding to carry out complex instructions furnished in written, oral, or diagram form.

**Computer Skills**

- Utilize a variety of computer programs and other technologies that support job skills.

## **Certificates, Licenses, Registrations**

- Pass the fingerprint/Dept. of Justice background requirements
- Possess or obtain upon employment, a valid California Driver License with a clean driving record;
- Provide and maintain proof of automobile insurance;

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is quiet to moderate depending on the days activities.

### *To Apply:*

*Submit your cover letter and resume to Jenna Munos via email to [jenna@mendochildren.org](mailto:jenna@mendochildren.org), via fax or in person by 5:00 pm on April 28, 2017.*