

## **JOB DESCRIPTION**

**JOB TITLE:** Caseworker

**JOB RESPONSIBILITIES:** Responsible for development, implementation, modification, and monitoring of client's individual program plans based on identified client criminogenic needs.

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**Essential functions of this job include, but are not limited to:**

### **OPERATIONAL DUTIES**

#### **Intake**

Reviews all available referral information and requirements, including previous ORION information, prior to initial meeting with the client.

Administers or utilizes a current quantitative assessment of clients' risk and criminogenic needs, including: criminal history, education/employment/financial, family/social support, neighborhood problems, substance use, peer associations, and criminal attitude/behavior patterns.

Enters ORAS results into Gateway and ORION in an accurate and timely manner.

Identifies clients' barriers to successful program completion. Responds to barriers such as: age, education level, medical, mental health, transportation, housing etc.

Introduces client to program utilizing the Role Clarification skill with emphasis on the client's specific program.

Completes and/or reviews intake/release packets.

Completes/reviews PREA screening results.

Completes intake CCIS/OhioMHAS forms in required time frame.

#### **During Placement**

Assists clients with becoming more positive, productive, and prosocial members in the community.

Acts as an advocate for clients and holds clients accountable to program rules.

Administers assessment tools properly. Ensures updates are completed as needed.

Completes individual program plan (IPP) using the following criteria/standards:

- Utilizes assessment results to develop an effective IPP.
- Negotiates and executes a clear, mutual, flexible and realistic IPP based on risk, criminogenic needs, and referral source requirements. Addresses issues including, but not limited to: education/employment/financial, family/social support, neighborhood problems, substance use, peer associations, criminal attitude/behavior patterns, and program attendance.
- Completes IPP within established time frames.
- Negotiates goals and steps with assigned clients.
- Refers clients to appropriate community resources and/or Agency program(s) based on the clients' identified areas of need.
- Monitors IPP compliance and evaluates overall progress as well as goal achievement with the client on a regular basis at a minimum of once a month.
- Renegotiates IPP and weekly goals with clients and documents any changes. Ensures revised IPP is signed and dated by client and staff.
- Ensures IPP goals and steps are "S.M.A.R.T." and individualized.

Prepares and maintains a confidential, organized, accurate, and updated case file for each assigned client.

Reads logs, incident reports, and facility shift reports on a daily basis to monitor the activity of assigned clients on caseload.

Monitors/address clients' compliance with program rules by utilizing the Behavior Management System. Completes Phase Progression and/or Behavior Assessment throughout client's placement.

Selects, implements, and utilizes progressive prosocial rewards, intervention, and enforcement strategies that best fit the characteristics of the client and program in accordance with Agency and program objectives and policies and procedures.

Manages caseload in an effective manner. Manages time and organizes work demands appropriately. Meets deadlines established by the program management staff.

Meets with clients regularly and in accordance with program procedures.

Utilizes EPICS II (Effective Practices in a Correctional Setting II) appropriately based on client's needs:

- Identifies specific individualized targets for discussion.
- Works with client to address targets through skill acquisition to reduce risk.
- Practices skill acquisition through the use of role play and homework assignments.
- Submits required audio recording as determined by Proficiency Level.
- Tracks Dosage Hours provided in case management.
- Utilizes program specific template to document case management meetings in ORION in an accurate and timely manner.

Conducts family/friend case review meetings as needed.

Gets involved in Family Orientation as needed.

Uses the Agency's Oriana Resource Information and Operations Network (ORION):

- Documents all client interactions and client information in ORION in an appropriate and timely manner. (e.g., behaviors, activities, concerns, and meetings)
- Documents assessment results in an accurate and timely manner.
- Develops IPPs and Community Plans.
- Updates information in demographic/profile section.
- Coordinates and monitors clients' scheduled events.
- Completes monthly client progress/release reports in accordance with program guidelines and forwards them to the appropriate referral source.
- Completes required correspondence.
- Completes admission forms for clients testing positive for alcohol and/or drugs. Logs positive UDS results. Logs denials.
- Enters and closes reward/disciplinary information via action logs/reports.
- Enters accurate financial information.
- Documents communication with referral sources.
- Completes release checklist.

Ensures client engages in a minimum of 40 hours of structured time via the use of the weekly trackers as required by specific program.

Monitors clients' employment and verifies timely submission of paychecks and/or pay stubs in conjunction with employment staff.

Monitors and verifies collection and payment of client per diems, court costs, child support fines, restitution, etc.

Verifies and monitors that required community service hours are completed.

Prepares and maintains accurate records, documents, and outside correspondence according to Agency requirements.

Participates in team meetings as scheduled with program staff and supervisor. Discusses client issues and case reviews.

Is knowledgeable and utilizes community resources. Completes appropriate release of information forms as required for making a referral and/or releasing information.

Transports clients to appointments in a safe manner as needed.

Notifies referral sources and service providers of any positive drug/alcohol test results. Requests approval from program specific designee for Gas Chromatography-Mass Spectrometry (GCMS).

Facilitates programs as needed (e.g., TFAC, Motivation for Success, Client Orientation, Family Orientation, etc.).

### **Release**

Makes referrals based on client's ongoing needs and recommended targeted dosage hours as reflected in the Community Plan.

Ensures post-tests and/or exit evaluations are completed prior to client's release.

Assists clients with making suitable housing arrangements.

Prepares clients for release from the program with approved and appropriate Community Plan.

Completes release CCIS/OhioMHAS forms in required time frame.

Completes all necessary release forms upon client's release from the program.

Prepares final report per program guidelines and submits to referral source.

Completes file closing procedures in a timely manner and submits all closed files to supervisor for review and approval.

### **COMMUNICATION AND INTERPERSONAL SKILLS**

Identifies and clarifies major facility and critical client incidents. Takes appropriate and immediate action; documents them appropriately and informs supervisor of situation.

Communicates with internal and/or external providers and referral sources to discuss client information and/or areas of concern.

Represents the program and Agency at court and designated community proceedings. Appears for court hearings, parole/probation violation hearings, etc. as required.

Facilitates and maintains productive communication while maintaining a professional, prosocial relationship with clients and employees.

Maintains appropriate boundaries with clients and employees at Oriana House, Inc.

Works in collaboration with other program staff.

Expresses empathy regarding client situations as appropriate.

Recognizes prosocial thinking and behaviors. Reinforces clients' prosocial thinking and behaviors within program guidelines.

Recognizes antisocial thinking and behaviors and attempts to extinguish them in a non-threatening manner.

De-escalates potentially volatile situations between clients when necessary utilizing cognitive-based intervention strategies.

## **MODELING SKILLS**

Speaks positively about the program, staff, and the Agency.

Speaks positively about programming, law enforcement, courts, and the law in general.

Verbalizes prosocial thinking. Displays prosocial behavior.

Demonstrates respect toward employees and clients.

## **KNOWLEDGE**

Achieves and maintains ORAS certification.

Achieves and maintains EPICS II proficiency in accordance to EPICS II Business Rules.

Demonstrates an understanding of the principles of cognitive-behavioral therapy.

Demonstrates an understanding of the principles of social learning.

Demonstrates an understanding regarding the use of client assessments.

Demonstrates an understanding of the importance of linking assessments, criminogenic needs, responsivity barriers, and the use of EPICS II tools to the IPP.

Continues professional training and stays current in professional development.

Takes responsibility for the orderly running of the facility in the absence of a facility supervisor.

Ensures clients' rights are upheld. Maintains client and staff confidentiality according to Agency policies and procedures; state law; and federal regulations to include Confidentiality on Alcohol and Drug Abuse Patients Records, 42 C.F.R. Part 2 and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), 45 C.F.R. Parts 160 and 164.

## **OTHER**

Participates in gathering audit documentation.

Attends staff meetings and required training sessions.

Obtains 40 (24 EBP) training hours each fiscal year.

This job description in no way states or implies that these are the only duties to be performed by this employee. He/she will be required to follow any other instructions and to perform any other duties requested by his/her supervisor, in accordance to Agency policies.

Complies with all Agency security standards, including procedures and electronic equipment/devices.

Duties and expectations vary based on program.

Regular work schedule of 40 hours per week for designated full-time Caseworkers. (This schedule may include evenings and weekends as directed by program management staff).

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### **STRENGTH RATING/**

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

### **WORK**

**ENVIRONMENT:** While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**QUALIFICATIONS:** Bachelor's degree in Social Work, Counseling, Corrections, or related field required. Six (6) months experience in Corrections and/or Social Service preferred. Must obtain and maintain required level of proficiency for the ORAS as certified by the Ohio Department of Rehabilitation and Corrections in partnership with the University of Cincinnati. Failure to do so means the employee is not qualified to perform the essential functions of this position. Must have strong organizational skills and be detail-oriented. Must possess excellent verbal and written communication skills. Must possess reliable transportation, a valid Ohio driver's license, and a driving record that does not preclude the employee from being covered by Agency liability insurance. Must have the ability to work effectively with Agency employees, outside contacts, and a diverse client population.