

Washington County

Social Worker - Juvenile Court

Job Description

Job Code: 18
Exempt: No
Department: Juvenile Court
Reports To: Juvenile Judge
Location: Juvenile Court Building
Date Prepared: August 30, 2016
Date Revised: August 31, 2016

GENERAL DESCRIPTION OF POSITION

The incumbent is responsible to develop and coordinate programs designed to keep juveniles out of the Juvenile Detention Center. These programs will allow us to take a proactive approach to deter criminal activity and other negative behaviors among the juvenile population that we serve.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide Assessments to evaluate the biological, psychological, social, spiritual, cultural, and generational functioning across various domains of youth involved in the Juvenile Justice System and systems effecting them, to include but not limited to; the environmental impact of traumatic incidents on psychosocial development of the juveniles in an effort to identify the etiology of their behavioral functioning. These assessments include obtaining collateral information from the parents, Juvenile Court Officers, therapist, schools, etc.
2. Research, Coordinate and Provide on-site clinical services to include, but not limited to; counseling, brief therapy group session at the Washington County Evening Reporting Center.
3. Administer all programs and as needed make appropriate referrals to youth service or mental health community providers.
4. Provide a written report and make recommendations for appropriate services for the juvenile and family. Keep records and statistical information on each client. Submit reports and other data on timely basis. Maintain appropriate storage of confidential material. Provide records for review upon request.
5. Incumbent must provide case management which includes resource linkage and referrals to community providers; juvenile and parental education/empowerment, hotline calls, phone screenings, facilitation of assisting family's access and navigate the legal and mental health systems, facilitating wrap around services and continuity of care.
6. Must effectively articulate Court testimony regarding clinical recommendations, acute needs, as well as educate the Court and families about the mental health system.
7. Provide supervision and guidance for social work/counselor internships.
8. Attend County and staff meetings at the direction of the Captain/Director.

9. Maintain licensure to clinically practice independently in the State of Arkansas (LCSW), as mandated by law, and obtain additional certifications to expand knowledge base and competency.

10. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Graduate degree (M.B.A., M.A., etc), plus 4 years related experience and/or training. Or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

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 prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Must have credential as a Licensed Counselor/Social Worker in the state of Arkansas.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Database

Basic: Alphanumeric Data Entry, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

No supervision.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking; and occasional pushing, carrying, or lifting.

ENVIRONMENTAL CONDITIONS

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

While performing the functions of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, talk or hear; occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; and color vision.

ADDITIONAL INFORMATION

QUALIFICATION REQUIREMENTS:

Must possess excellent oral/written communication skills, interpersonal relations and problem solving skills. The person in this position must be adept at interacting with the general public, county personnel and persons from other agencies. He/She will have frequent and regular contact with clients, their parents and other professionals or agencies that have an interest in this adolescent.

The incumbent must be a self-starter since this position is virtually self-supervising. The employee will have considerable responsibility with regard to general assignments in planning time, method, manner and/or sequence of performance of their own work operations.

The employee must have the ability to define problems, collect data, establish facts and draw valid conclusions. The employee must have sufficient self-confidence and analytical ability to be able to assess and direct juveniles who are under the influence of drugs or alcohol, emotionally disturbed, hyperactive, hostile, depressed, suicidal or self-mutilating.

The employee must be able to use a computer, printer, fax machine, copy machine and multi-line telephone.

EDUCATION and/or EXPERIENCE:

The incumbent must possess a Masters Degree in Counseling/Social Work from a clinically focused program. Must have credential as a Licensed Counselor/Social Worker in the state of Arkansas. Two to five years of experience working with adolescents are preferred.

OTHER SKILLS and ABILITIES:

Must have continuing education per state requirements. Preference is given to additional hours of training that include drug/substance abuse issues, mental health areas, abuse and sexual abuse, dysfunctional family problems, divorce, etc. Bi-lingual is an asset due to the increase of Hispanic families in the judicial system.