

WASHINGTON COUNTY
Job Description

JOB TITLE: Social Worker

Exempt (Y/N): Yes

DEPARTMENT: Regional Juvenile Detention Center

DATE REVISED: December 2013

SUPERVISOR: Captain/Director

SUMMARY:

Under the general supervision of the Captain/Director of the Washington County Regional Juvenile Center the incumbent serves as resident clinician for the Center. The incumbent conducts individual, group and family counseling, assessment, referral and community networking.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Provide Intervention and Acute Assessments to youth involved in the Juvenile Justice System as referred by Regional Juvenile Detention Captain/Staff/Teachers, Juvenile Court Judge/Officers, and Parent/Guardians. Incumbent will assess for acuity and need for crisis intervention and includes assessing and providing interventions for juveniles who are suicidal, homicidal, assaultive, and/or psychotic, as well as, facilitating and coordinating assessments and placement for acute hospitalization with juvenile, parent/guardian, JDC Officers, and Juvenile Court - work to meet clinical needs given the juvenile's legal status; utilizing various intervention tools as needed.
2. Provide systems Life Course (MLCA) 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.
3. 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 families access and navigate the legal and mental health systems, facilitating wrap around services and continuity of care (including medication mgmt). Incumbent must have the ability to write letters to document the medical necessity for juveniles to obtain funding, assist youth with writing life plans, setting goals, and developing aftercare plans; and assist juveniles and their families complete applications for public assistance - AR Kids, TLP, Housing, Food Stamps, etc.
4. Must effectively articulate Court testimony regarding clinical recommendations, acute needs, as well as educate the Court and families about the mental health system.
5. Provide on-site clinical services to include, but not limited to; counseling, brief therapy,

psycho-educational /therapeutic groups for up to 36 Residents who are detained.

6. Assist in the collection of data for the Center. This includes gathering, organizing, and maintaining statistical data of recidivism, services provided and percentage of residents receiving services to facilitate quantitative program evaluation, for grant purposes, and to provide a monthly and annual reports to the Captain/Director, as well as County officials (as needed).
7. Must maintain clinical documentation of all clinical services provided.
8. Perform secretarial duties for the Social Work program to maintain office functionality, including but not limited to: typing, answering and disseminating of telephone calls, faxing, scanning, shredding, scheduling and maintaining a professional calendar, answering correspondence, procuring and efficiently using office supplies, and file clerk duties of organizing, filing, maintenance/storage, dissemination, and management of clinical files. Must maintain confidentiality for sensitive information as directed by professional ethics, the Captain/Director or by County policies. Initiate and install new ideas for efficient operations.
9. Work closely with the Captain/Director and County Grants Coordinator to research and procure funding opportunities as well as assisting in the grant application process and maintenance, including researching, writing and overseeing /managing the grant.
10. Provide the Captain/Director with written annual goals and projected budget for the Social Work program, including utilization of grant funding.
11. Represent the detention center in the youth services community by conducting all liaison activities in a professional manner to ensure a positive image of the Regional Juvenile Detention Center and maximum cooperation between and among the County, the Courts, stakeholders, including but not limited to service providers, attorneys, parents/guardians, DYS, DHS, doctors, pharmacist, the public, and other agencies, as needed, to facilitate effectively meeting the needs of the Youth. Includes providing consultation services and education and training for stakeholders.
12. Meet with various stakeholder agency representatives to explore new and innovative best practices in the juvenile justice system concerning mental health.
13. Assist the Captain/Director in preparation and revisions of operational manuals and guidelines for the Social Work program and adhere to current policies.
14. Assist Captain/Director in the Social Work job description process including upgrading when needed.
15. Attend County and staff meetings at the direction of the Captain/Director.
16. 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.

12. Host and provide direct, on-site supervision of student interns, as needed, which includes but is not limited to: writing their job description and learning contracts, screening interviews, training, clinically supervising, resolving problems, organizing assignments, and formal written mid-term and final evaluations of their performances.
17. Research and develop educationally oriented materials to maintain and enhance SWIP programming by on-going research, development, and utilization of best practice methods, interventions, clinical forms, and assessment tools.
18. Coordinate with outside programs for services within the detention center (examples include Children's Safety Ctr, NWA Rape Crisis, Family Network, AR Workforce, Peace at Home Domestic Violence).
19. Communicate verbally and via written documentation/reports with stakeholders, including but not limited to service providers, attorneys, Juvenile Court, parents/guardians, Juvenile Detention Staff, the Arkansas Division of Youth Services, the Arkansas Department of Human Services, funding sources/insurance companies, and the Captain/Director to advocate for the Youth and to provide a professional opinion of how to effectively meet the Youth's needs. This includes written, clinical diagnostics and recommendations to the AR Fourth Judicial District Court, Juvenile Division about the needs of the juveniles; identifying clinical and legal interventions based on the needs of the juveniles to avoid future involvement with the juvenile justice system.
20. Provide guidance to Juvenile Detention Supervisors and Staff regarding Resident's behaviors and mental health issues and work with Juvenile Detention Staff to insure the safety of the Juveniles, to meet the Youth's mental health needs, and to develop behavior modification plans for Youth in detention, as needed.
21. Facilitate the Juvenile Detention Program Committee and assist with implementing practices developed.
22. Adhere to the mission statements and rules of the Juvenile Detention Center, the Social Work Intervention Program, and the juvenile court, as well as to the respective professional code of ethics and practice standards for the Social Work profession according to the licensing board and professional organization (NASW), and to all federal, state, and local laws.
23. Perform other duties as assigned by the director. (Website etc.)

QUALIFICATION REQUIREMENTS:

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. The Incumbent must successfully complete a psychological evaluation, physical examination, drug screen, child abuse registry check, and criminal background check.

EDUCATION and/or EXPERIENCE:

The Incumbent must possess a Masters Degree in Social Work from a clinically focused program. Must be licensed or licensable at the LMSW or LCSW level. Two years of youth service experience is preferred. Four years of related experience is required.

OTHER SKILLS and ABILITIES:

The Incumbent must possess excellent written and oral communication, interpersonal and problem solving skills as well as analytical ability. Must have the ability to prioritize competing demands and to be flexible, creative, proactive, and effective under pressure in a fast-paced environment. The Incumbent must be able to regularly use complex machines such as a desktop computer, printer, fax, copier, scanner, multi-line telephone. Must also have software application knowledge, accurate typing. Must have knowledge of and sensitivity to cultural diversity and of socioeconomic or psychological factors effecting youth behavior. Possess the ability to recognize abnormal behaviors and adverse health conditions in juveniles and follow proper medical reporting procedures. Have the ability to effectively listen, understand, and communicate in English (verbally and in writing) at the appropriate level with juveniles, family members, staff, attorneys, investigators, and court officers. The Incumbent must have considerable knowledge of the methods and procedures of cognitive-behavioral approaches to the rehabilitation of legal system involved youth. Must have considerable knowledge of individual and group behavior, child and adolescent development, family systems, individuals and group counseling techniques, crisis intervention techniques, the etiology of Juvenile delinquency and empirically based methods of treatment. The Incumbent must have knowledge and understanding of minority group cultures, and behavioral and developmental challenges to treatment. Must have a working knowledge of the organization and operation of treatment programs for youthful offenders, the AR juvenile court system, basic assessment principles, and practical application of a variety of counseling techniques and approaches. The Incumbent must have the ability to develop appropriate treatment plans; formulate clear goal- oriented treatment plans, and to document progress of youth. Must be skilled in the application of crisis intervention techniques and emergency treatment procedures. Must have the ability to establish therapeutic relationships with a diverse and challenging population. Must have general knowledge of human behavioral science principles and of current social and economic conditions; general knowledge of psychological and emotional problems involved in social maladjustment; general knowledge of the principles of psychology and sociology as they pertain to youth in our society; general knowledge of criminal and civil laws of Arkansas, some knowledge of the principles of psychological counseling theories and methodology needed to interact with dysfunctional families and mentally and physically impaired adolescents

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, talk, hear, and use hands to finger, handle, or feel objects. The employee must occasionally walk, reach with hands and arms, and kneel or crouch. The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include the ability to adjust focus and close vision.

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.

The noise level in the work environment is usually moderate.