



## DALLAS COUNTY JOB DESCRIPTION GENERIC

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<b>Job Title:</b>	Caseworker I	<b>Job Code:</b>	707370	<b>Job Grade:</b>	CC
<b>Reports To:</b>	Supervisor	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	N
<b>Department:</b>	Various	<b>Loc. Code:</b>	2550423	<b>SIC Code:</b>	8322
				<b>WC Code:</b>	7720
<b>Division:</b>	Various	<b>CS Code:*</b>	A, B, C, D	<b>EEO Code:</b>	B03; F03

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**Summary of Functions:** Under general supervision, provides case management services to clients for various County programs by identifying needs, assessing eligibility and providing counseling, outreach and referral services.

**Management Scope:** N/A

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<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Interviews clients, obtains documentation and verifies information to assess client's needs and eligibility for programs or services.	25	E
2. Analyzes client's documentation and supporting information to ensure eligibility and compliance with program requirements and applicable laws.	25	E
3. Provides counseling, referral and follow-up services to clients.	15	E
4. Prepares case plans, summaries, briefs, requests, reports and other required documentation.	10	E
5. Assists clients by interacting with other departments, agencies, organizations, boards and community groups to ensure effective delivery of services and maintain awareness of available resources.	10	E
6. Maintains knowledge of applicable policies, procedures and laws governing programs.	05	N
7. Attends departmental meetings, in-service training, joint staff meetings and public seminars to broaden knowledge to better serve the clients.	05	N
8. Performs other duties as assigned.	05	N

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\* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

**Minimum Qualifications:**

Education, Experience and Training:

Education and experience equivalent to a Bachelor's degree from an accredited college or university in Behavioral Science or in a job related field of study.

Special Requirements:

Prefers experience in intake, assessment, case planning and evaluation experience and knowledge of community resources. Must possess a valid Texas driver's license with a good driving record and reliable transportation. Skilled in the use of standard software applications. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public.

Physical/Environmental Requirements:

Standard office environment. May require some travel.

Hay Points:

KH: DI2 175 pts., PS: D2 (22%) 38 pts., AC: D1C 50 pts., TTL: 263 pts., KH/PS/AC: 66-15-19, Profile: +2

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date 12/03

Approved by Civil Service Commission on

Date January 26, 2004