



DALLAS COUNTY JOB DESCRIPTION – GENERIC

Job Title:	Caseworker II	Job Code:	707340	Job Grade:	EE
Reports To:	Supervisor	Pos. No:	Various	FLSA Code:	N
Department:	Various	Loc. Code:	Various	SIC Code:	8322
				WC Code:	8810
Division:	Various	CS Code*:	A, B, C, D, or C-JD	EEO Code:	B03

Summary of Functions: Performs social services work to include obtaining information, analyzing client’s needs, planning and implementing service plans based on identified needs, counseling clients, coordinating and maintaining communication with clients’ families and service providers for medical, social, financial, educational, housing, and/or related service needs.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Interviews client to gather information, conducts assessments of needs and develops service or case plans and recommendations.	30	E
2. Serves as a liaison between client, client’s families, law enforcement, courts, service providers or community agencies to coordinate activities, develop prevention strategies and monitor effectiveness of services being provided to meet the needs of the client.	20	E
3. Documents and maintains case records in compliance with applicable rules, regulations, policies and procedures and provides accurate and timely reports.	20	E
4. Provides individual, family or group counseling.	10	E
5. Utilizes community resources to conduct follow-up on referrals and monitors service providers for program compliance.	10	E
6. Participates in team meetings to review progress and other pertinent information essential to meeting the needs of the client.	05	N
7. Performs other duties as assigned.	05	N

* *The Code depends on the Department where the position is located and/or funded by 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 a behavioral or social sciences field, or in a job related field of study. One (1) year of work related experience.

Special Requirements/Knowledge, Skills & Abilities:

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. Must possess a valid Texas driver’s license, with a good driving record.

JUVENILE: This position requires the incumbent become a Certified Juvenile Probation Office within six months of employment. Must pass an extensive background investigation. Mandatory drug testing prior to employment, and will be subject to random, unannounced drug and/or alcohol testing during employment.

Physical/Environmental Requirements:

Standard office environment. Ability to travel to various work site locations.

JUVENILE: This position may be located within a secured facility and require the ability to restrain and/or chase youth.

Hay Points/Point Factor:

KH: DI2 175 pts, PS: D3 (29%) 50 pts, AC: D1C 50 pts, TTL: 275 pts, KH/PS/AC: 64-18-18, Profile: L

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 03/05; 04/05

Approved by Civil Service Commission on

Date 03/21/05; 04/18;05;
05/16/05

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.