



DALLAS COUNTY JOB DESCRIPTION – GENERIC

Job Title:	Lead Caseworker	Job Code:	707350	Job Grade:	FF
Reports To:	Supervisor or Manager	Pos. No:	Various	FLSA Code:	E
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, B11, F03

Summary of Functions: Coordinates case management activities and assists caseworkers or case managers in performing social services work to include obtaining information, analyzing client’s needs, planning and implementing service plans, counseling clients, maintaining communication with clients families and service providers for medical, social, financial, educational, housing, and/or related service needs.

Management Scope: Trains and supervises non-exempt case management and support staff.

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Assists in supervising, training and evaluating staff, orientating new employees, and resolving complex problematic issues to ensure that the needs of the clients are met.	25	E
2. Assists in casework activities to include conducting interviews with clients to gather information, assessing risks or needs, developing appropriate service plans to meet the needs of the clients; and conducting individual, family or group counseling sessions.	15	E
3. 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.	10	E
4. Audits case files to ensure documents and case records are maintained in compliance with applicable rules, regulations, policies and procedures.	10	E
5. Documents thoroughly all contacts, status changes, progress and problems to ensure records are maintained in compliance with applicable regulations, policies and procedures and department standards.	10	E
6. Conducts weekly staff meetings and coordinates the presentation of cases, assessments, progress reports and dispositions of clients to ensure individualized plans meets the needs of the clients.	10	E
7. Provides accurate and timely reports to ensure that effective dispositions are	10	E

made.

- 8. Assists in recruiting staff, completing performance evaluations and other personnel related actions. 05 N
- 9. 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. Two (2) years 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. Licensed Master Social Worker, Licensed Professional Counselor and Licensed in the specialized area of responsibility preferred. Must possess a valid Texas driver's license, with a good driving record.

JUVENILE: This position requires the incumbent become a Certified Juvenile Probation Officer and obtain a CPR/First Aid certification within six months of hire. Also must maintain at least 40 hours per year of in-service training. 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 (33%) 57 pts, AC: C1P 76 pts, TTL: 308 pts, KH/PS/AC: 56-19-25, Profile: +2

Supervisor Signature _____ Date _____

Reviewed by Human Resources/Civil Service on _____ Date 03/05

Approved by Civil Service Commission on _____ Date 04/18/05

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.