



Position: Independent Living Caseworker

Supervisor: Children & Youth (Exempt)

Department: Independent Living

Hours: Monday – Friday, 8 a.m. – 5 p.m.

Salary/Rate: \$38,000.00 - \$40,000 per year

Location: Children & Youth

General Function: Under the direct supervision of C&Y. This IL casework position will work within the Placement Unit of Lancaster County Children & Youth Agency. The IL caseworker supervises, coordinates, and provides services to youth aged 14 through 21 who are placed in resource homes, group homes, residential facilities and/or are receiving aftercare services. The IL caseworker will be responsible for creating and implementing written case plans for these youth. The IL caseworker supervises the client's progress and may be required to present testimony in court.

Expectations:

Youth Development

- Develop detailed strength based, solution focused plans with youth, relatives, and friends with the goal of fostering a successful transition to independence.
- Continually assesses the ongoing safety of assigned youth.
- Develops and implements safety plans to protect the youth.
- Evaluates the quality of care provided to youth in agency custody through mandated visits to assigned youth. Determines whether appropriate services are being provided.
- Maintains accurate case records, performs routine paperwork in a timely manner.
- Records casework activities related to the accomplishment of the case plan.
- May be required to prepare or assist in the preparation of petitions and testify at hearings.
- Continuously assesses the safety of children in placement settings or in care of parents. If necessary, develop and implement a safety plan with caregivers to assure ongoing safety and protection from abuse or neglect.
- Makes referrals to appropriate services to assist parents and children in achieving the goals of the plan. Consults with other professionals and collaborates with them to further the case plan and quality of care of the child.
- IL caseworker must be able to describe and interpret policies and procedures to care providers, youth and other agencies/professionals.
- Participates in unit and staff meetings where information is disseminated and policy is reviewed, proposed and discussed.
- Performs other duties as required to assist the Agency in meeting its mission and goals as related to this program.
- Provides own transportation to and from client's homes, meetings, outreach visits and other job - related appointments in a timely manner and is able to access those locations with reasonable accommodations.



Qualifications Required:

- **Knowledge-** to understand the City of Lancaster, understand the population that the Boys & Girls Club of Lancaster serves, child welfare law, understand Fostering Connections to Success and Increasing Adoptions Act of 2008.
- **Education** Four-year college degree in related field
- **Experience** 6 months experience to 4 years' experience
- **Additional** Must have valid driver's license, clean driving record, and reliable transportation

Required Skills:

- **Communication** – Responsible for developing and sustaining open communication on various levels to ensure information is delivered and received among a network of people. (Informing, Listening, Presenting, Writing)
- **Interpersonal**-Maximize potential of staff to work collaboratively toward resolution of conflicts.
Accountability- Invest in long-term collaborative effort on projects and programs which improve organization –wide excellence, open to suggestions, seizes opportunities to improve by applying successful procedures by other departments.
- **Decision Making** – Analyzing fact finding, innovating, judgment, problem solving, Systemic Thinking, quality decision making standards that improve practices or enhances services and that support key policies and objectives
- **Problem Solving** –Uses knowledge and experience to anticipate future problems and plan attend.
- **Leadership Skills**-Leading by Example, developing commitment, empowering, and encouraging open dialogue, builds morale based on knowledge of individual strengths and weaknesses, developing commitment, innovation, facilitation, influencing, managing change, providing recognition, team building
- **Planning Skills** –Action Planning and Organizing, time management
- **Quality Skills** –implementing quality improvements, satisfying customer requirements, using meaningful measurements to support the mission.
- **Relationship Skills** – conflict management, meeting skills, negotiating, networking, relationship building, teamwork
Safety, Health and environment skills- fostering organizational wellness, supporting a safe environment
- **Working conditions** - Regularly required to return to work in emergency situations on an as needed basis/ OR / Regularly required to travel to parts of the county and enter homes alone/ OR / Regularly required to play games and be active with the youth/ OR /



Regularly required to clean up unsanitary conditions/ OR / Regularly required to work irregular hours, long hours and some weekends/OR/Regularly required to travel over 300 miles in one day/OR/Regularly required to spend the night while traveling with a client.

Physical and Mental Requirements:

Stand, Walk, Sit, reach with hands and arms, Climb or balance, Stoop, kneel, crouch or crawl, Talk or hear, drive for long hours

Disclaimer: the information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job. Other duties may be assigned as needed.

This position is contingent on approval of ongoing funding and grants to be renewed at the end of the funding cycle.

Children and Youth Funded positions or programs end June 30 and begin July 1 annually.'

Work Location:

- Children and Youth

Work Remotely

- No

Job Type: Full-time