



Job Description

Job Title:	Caseworker
FLSA Status:	Non-Exempt
Department:	Case Management
Reports To:	Site Manager
Revision Date:	December 28, 2010

Page 1 of 3

SUMMARY

The Caseworker interviews and aids individuals and families requiring assistance of a social service agency. The Caseworker works with the participants in creating case plans to help them reach self-sufficiency. The Caseworker assists the participants in following the case plan and revises the plan when necessary.

ESSENTIAL DUTIES & RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Interview participants to determine eligibility to receive cash assistance and supportive services from the CTPP program.
- Identify barriers to self sufficiency and provide family with tools to remove those barriers.
- Meet with participant each month to receive Monthly Eligibility Report. Enter current information into the TAS system monthly.
- Review participant work log each month to ensure participant is meeting work hours.
- Refer participants to community resources and other organizations.
- Compile records and prepare reports.
- Enter participant case plan and information into TAS computer system.
- Implement participant case plan.
- Secure supplementary information, such as employment, medical records, and/or school reports.
- Provide home visits when necessary.
- Attend court appearances as needed to assist participants.
- Make child abuse reports when necessary.
- Work with participants and agencies relative to domestic violence cases.
- Transport participants when necessary.
- Perform janitorial duties to keep the office clean and safe.
- Set up confidential filing system.
- Perform other duties as needed.



Job Description

Job Title: **Caseworker**
Revision Date: December 28, 2010

Page 2 of 3

KNOWLEDGE & SKILL REQUIREMENTS

- High School Diploma or GED and six months related experience and/or training certificate from college or technical school or equivalent combination of education and experience.
- Current California driver's license.
- Knowledge of database software, word processing software and contact management systems.
- Ability to identify and resolve problems in a friendly manner and develop alternative solutions.
- Ability to work well in group problem solving situations and use reason when dealing with emotional topics.
- Ability to respond promptly to participant needs and requests for service and assistance.
- Ability to meet deadlines and commitments.
- Ability to maintain confidentiality at all times.
- Ability to exhibit sound and accurate judgment.
- Ability to react well under pressure.
- Ability to prioritize and plan work activities, using time efficiently, and demonstrating accuracy and thoroughness.
- Ability to approach others in a tactful manner.
- Ability to follow instructions, respond to management direction, take responsibility for own actions, and complete tasks on time or notify appropriate person with an alternate plan.

WORKING CONDITIONS

- Requires working indoors in environmentally controlled conditions.
- Requires sitting 6-8 hours per day.
- Requires occasional driving to participants' homes for site visits.
- Requires contact with others (face-to-face, by telephone, via e-mail, or through correspondence).
- Requires making decisions that affect other people, the financial resources, and/or the image and reputation of the organization.
- Requires attention to detail and intense concentration.
- Requires work with others in a group or team.
- Requires meeting strict deadlines.



Job Description

Job Title: **Caseworker**
Revision Date: December 28, 2010

Page **3** of **3**

OTHER

- Experience working with Tribal People helpful.
- Work hours may vary.
- CTPP conducts a pre-employment criminal background check and drug test, and random or for-cause drug testing thereafter.
- CTPP complies with the Indian Preference Act.

ACKNOWLEDGEMENT

This document is not an employment contract. This job description has been designed to inform employees of the general duties and responsibilities involved with this position.

I have read this job description and understand what is expected of me in this position.

Employee

Date