

JOB DESCRIPTION

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| 1. Name of Employee (Last, First, MI) Adolescent Crisis/JPO / Permanency Unit | 2. Employee Number | Position Number |
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| 3. Department Monroe C & Y | Bureau Y745 | Division | Headquarters | Organization Code |
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| 4. Class Title County Caseworker | Working Title County Caseworker | Class Code L0623 & O0624 |
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|--|--|---|---|----|---|----|---|---|--|---|---|---|---|---|--|
| 5. Regular Work Schedule Start Time: <input type="text" value="8:30"/> Lunch Length: <input type="text" value="1.0"/> End Time: <input type="text" value="5:00"/> Hours/Week: <input type="text" value="37.5"/> | Position is: <input checked="" type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary | | | | | | | | | | | | | | |
| Reports to: Adam Shelp Class Title County Casework Supervisor | | | | | | | | | | | | | | | |
| Days Worked (check all that apply): <table style="width:100%; text-align:center"> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td> </tr> <tr> <td></td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td></td> </tr> </table> | | S | M | T | W | Th | F | S | | X | X | X | X | X | |
| S | M | T | W | Th | F | S | | | | | | | | | |
| | X | X | X | X | X | | | | | | | | | | |
| Explain any schedule variations: | | | | | | | | | | | | | | | |

6. Describe the work assigned to this position, listing the critical duties and responsibilities first. Explain work in familiar terms and include machines or equipment used. Use additional paper if needed.

DEFINITION:

The Adolescent Crisis Unit (ACU) is a program of intensive counseling and support delivered in the homes of families of adolescents who meet one of the two following criteria:

1. The adolescent is at high risk of being placed out of the home or
2. Delinquent youth who are returning home from a juvenile probation placement and who would benefit from the joint supervision and management by Juvenile Probation and Children and Children and Youth Services.

An ACU worker is on-call 24 hours a day to provide practical help, individual or family counseling, and crisis intervention.

GOALS:

- Reduce or remove the risk of placement or a return to placement of the adolescent by concentrating on the strengths of the family and reducing negative interactions taking place within the family unit.
- Coordination of Monroe County C&Y preventive services with the supervisory services provided by the Juvenile Probation Department to effect a timely, successful and permanent transition from a restrictive setting to the adolescent's home or if that is not possible, a community based foster home.

UNIT DIRECT SERVICES:

- Crisis Intervention
- Family Assessment
- Individual Counseling
- Family Counseling

- Life Skills Training
- Parenting Skills Training
- Information and Referral for Housing and Employment
- Liaisons to the Schools
- Referrals for Youth and Parent Advisors
- Facilitation of Diagnostic Evaluations
- Liaison to Juvenile Probation and the Juvenile Court
- Facilitation of Drug and Alcohol Evaluations including administering random urine screens

7. Briefly describe how work is assigned to this position and how the work is reviewed.

REFERRAL PROCESS:

INTERNAL:

- Referring manager has determined that the risk of placement of an adolescent is high supported by the overall risk level as outlined by the PA Risk Assessment tool or
- The adolescent is in a probation placement with the goal of returning to the family of origin. The referring manager will ensure the case is ready for transfer in accordance with agency policy regarding internal case transfers 90 days prior to the discharge of the adolescent from the probation placement
- The referring manager or assigned caseworker will discuss the details of the case to be transferred with the ACU Manager

FROM JUVENILE PROBATION:

- The referring Juvenile Probation Officer (JPO) will provide the ACU manager with information necessary to open a case into service, copy of the supervision plan including the terms of probation, latest court order and social summary if applicable.

CASEWORKER RESPONSIBILITIES:

- Develop and Review the Family Preservation Plan
- Provide Direct and Indirect Service for the Family and identified client
- Obtain and coordinate services – Legal, Educational, Housing, Employment, Welfare, SSI, and/or Medical benefits for the identified client and family members
- Attend Court hearings – prepare petitions, testify, identify and prepare witnesses, coordinate testimony while consulting with client, manager, and attorney
- Attend regularly scheduled Juvenile Court Hearings and Reviews and consult with other casework staff and JPO's regarding residential placements and alternatives
- Schedule and attend monthly visits to juvenile detention facilities across PA.
- Type dictation
- Prepare staffing forms for quarterly staffing plans, ensuring signatures of all parties and determining who will be responsible for what services
- Prepare cases for review and discussion at unit meetings and permanency committee meetings if applicable
- Liaison with Foster Parent Unit and when appropriate, the foster parents directly, to develop a plan to ensure that goals are met in a timely fashion
- Prepare IOM Forms, TANF Forms, IV-E documents, and AFCARS
- Implement and Facilitate Support Services for clients, including but not limited to:
 - * Advisor Program
 - * Adult and Adolescent Groups
 - * Community Agencies such as HUD
 - * Psychological Assessments and/or services
 - * Advocacy for client with school and other community services
 - * Legal services

- * Meeting with client such as IEP meetings and meeting with landlords, welfare officials, etc. to help client obtain needed services
- * Attend all mandated trainings and other courses as required
- * Travel is required

- * Performs related work as requested by the ACU supervisor

8. If this is a supervisory position, briefly describe how work is assigned to subordinate personnel and how their work is reviewed. (If this is not a supervisory position, leave blank.)

9. Attach an Organizational Chart identifying all reporting relationships for this position.

CERTIFICATION

I certify that to the best of my knowledge all statements contained within the job descriptions are correct: This job description consists of __ pages. (count this form as 1 page)

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|---|----------------------|---------------|
| Employee's Signature _____ | Class Title _____ | Date _____ |
| Immediate Supervisor's Signature _____ | Class Title _____ | Date _____ |
| Reviewing Officer's Signature _____ | Class Title _____ | Date _____ |

