



CUSTER COUNTY, COLORADO

205 S. 6th Street, PO Box 150
Westcliffe, CO 81252

JOB DESCRIPTION

Job Title: Adult Protection/Child Welfare Case Worker

Status: Full-Time

Introductory Period: 6 months

FLSA Status: \$42,000 per year/Exempt

Supervision Received: Works under direct supervision of the Supervisor of Adult Protective Services. This is an entry-level professional position.

Supervision Exercised: None

The following statements illustrate the duties and responsibilities of the position. Custer County retains the right to change the duties and responsibilities of the position.

JOB SUMMARY

The role involves investigating allegations of mistreatment against at-risk adults aged 18 and older. Responsibilities include ongoing case management, coordinating resources with community providers, and 24-hour on-call duties shared with other caseworkers. Key tasks include conducting casework for Adult Protective Services, which involves assessments, referrals, and managing cases for disabled and elderly adults at risk of abuse, neglect, or exploitation.

ESSENTIAL FUNCTIONS:

Adult Protection Duties

- Develop and implement case plans to address clients' physical, mental, financial, social, and behavioral needs while promoting safety.
- Handles crisis intervention, family mediation, and coordination of services and resources.
- Screens reports received on the APS intake hotline and makes appropriate referrals for those reports that do not meet APS criteria.
- Maintains knowledge of available community resources and provides this information to clients and customers.
- Inputs and maintains documentation of contacts, assessments, and services provided in electronic files.
- Writes affidavits and other court reports and documentation, distributing them appropriately after receiving supervisor approval.
- Provides professional court testimony upon request from the county attorney and following the execution of appropriate subpoenas, with supervisor and county attorney approval.
- Performs other duties as assigned.

Child Welfare Duties

- Conduct community investigations in response to reports of child abuse, neglect, or significant family disruptions involving youth in conflict or those adjudicated as delinquent, and make recommendations to the Child Welfare Manager.
- Perform initial and ongoing assessments of safety, risk, and family strengths to identify appropriate supportive services.
- Provide 24/7 response to reports of abuse or neglect and crisis intervention, following the caseworker's on-call schedule, and addressing other departmental emergencies as needed.
- With supervisory approval, arrange placements for children in the least restrictive and most appropriate settings; offer continuous supervision of children in placement. And coordinate and supervise parent-child visits as required.
- With supervisory approval, make recommendations to the court regarding the reunification and permanency of



CUSTER COUNTY, COLORADO

205 S. 6th Street, PO Box 150
Westcliffe, CO 81252

JOB DESCRIPTION

children.

- Develop plans to ensure the safety of children, strengthen families, and promote permanency for children, and submit these plans for supervisor approval.
- Provide direct services, such as life skills training, parenting support, basic counseling, crisis intervention, and family mediation within the limits of professional training, both in clients' homes and in the office.
- Offer public information and referrals to community resources.
- Complete all TRAILS documentation on time and maintain "hard copy" case files in compliance with Colorado Department of Human Services (CDHS) requirements, best practices, and departmental policies.
- Write affidavits and other court reports, distributing them appropriately after receiving supervisor approval.
- Provide professional court testimony at the county attorney's request and upon properly executed subpoenas, following supervisor and county attorney approval.
- Make collateral contacts with schools, law enforcement, mental health professionals, medical providers, the judicial system, and family members, and participate in case staffing meetings as appropriate to complete investigations and/or coordinate services for families.
- Periodically attend family engagement meetings (FEM), team decision-making meetings (TDM), permanency roundtables (PRT), and any other required meetings for casework.
- May transport clients for placements, visits, or other necessary service appointments.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the theories and principles of casework practice, including adult protection and child protection, as well as theories related to child development, parenting, and attachment.
- Familiarity with the Colorado Children's Code.
- Understanding of Colorado adult protection laws and statutes.
- Ability to communicate and collaborate with professionals and clients from diverse ethnic and cultural backgrounds.
- Strong verbal and written communication skills, with the ability to convey information clearly and professionally.
- Capacity to maintain professionalism, analyze complex situations, and respond appropriately under stress.
- Ability to work effectively under pressure and manage frequent interruptions.
- Excellent time management skills.
- Strong commitment to protecting vulnerable populations.

TOOLS & EQUIPMENT USED:

Personal computers, including word processing, spreadsheet, database, email, and scheduling applications; printers; copy machines and fax machines; telephones and voicemail; audio and video monitoring and recording equipment; still and video cameras; and automobiles.

WORKING ENVIRONMENT:

This section describes an employee's work environment while performing essential job functions. The noise level is usually moderately quiet, primarily in a controlled office setting, though home visits and off-site meetings may involve moderate noise. Employees may encounter infectious waste in their duties. Reasonable accommodations are available for individuals with disabilities to help them perform their job functions.

PHYSICAL DEMANDS:

The physical requirements outlined below are typical of what an employee must be able to meet in order to carry out the essential functions of this job effectively. Reasonable accommodations may be provided to enable individuals with disabilities to perform these essential functions.



CUSTER COUNTY, COLORADO

205 S. 6th Street, PO Box 150
Westcliffe, CO 81252

JOB DESCRIPTION

Cognitive Demands:

English Language Comprehension:

Must be able to listen to, read, understand, and communicate in English effectively, both orally and in writing, at a level suitable for the position.

Information Ordering:

Requires the ability to organize items or actions in a specific order according to particular rules.

Memory:

It requires remembering directions and processes for all essential duties, facts, and the gist of past conversations, situations, and events.

Attention:

Requires sustained focus, attention to detail, and thoroughness in completing tasks while filtering out distractions and ignoring irrelevant information.

Deductive Reasoning:

Requires applying general rules to specific situations for sensible outcomes.

Problem Solving:

Recognizing when something is wrong or may go wrong is essential. It also requires using logic and reasoning to identify the strengths and weaknesses of different solutions, conclusions, or problem-solving approaches. Additionally, one should be able to reflect on their strategy, make plans, adopt an approach, and change direction if it is ineffective.

Mathematical Reasoning:

The ability to choose the correct mathematical methods or formulas to solve a problem is required.

Active Learning:

Involves understanding how new information affects current and future problem-solving and decision-making. It requires selecting and applying appropriate training or instruction based on the situation.

Time Management:

Employees must effectively manage their own time and the time of others to ensure tasks are completed efficiently, and deadlines are met.

Cooperation:

Dependability, responsibility, and a willingness to tackle challenges are essential. It's important to exert maximum effort to complete key duties, remain persistent in problem-solving, and adapt to positive and negative changes. Honesty and a pleasant demeanor toward others are also vital.

Social Perceptiveness:

It requires being aware of others' reactions and understanding why they react as they do.

Monitoring:

Evaluate your performance, those of others, or the organization to identify areas for improvement or take corrective action.



CUSTER COUNTY, COLORADO

205 S. 6th Street, PO Box 150
Westcliffe, CO 81252

JOB DESCRIPTION

MINIMUM EDUCATION / EXPERIENCE REQUIRED:

Required: Bachelor's degree in social work, psychology, sociology, guidance, or counseling.

Preferred qualifications include one year of post-graduation experience in adult protective case work or two years of post-graduation experience in developing treatment plans with families, working with abused or neglected children, or supporting children involved in the mental health or juvenile justice systems.

Special Requirements:

Successful completion of CDHS-mandated annual training required to maintain employment

LICENSE OR CERTIFICATION REQUIRED:

Current Driver's License as travel may be required and background check

Elements of Contact

Personal contact with members of the public is typically a common occurrence. Some situations may require the exchange of documents, money, personal property, and other items. Face-to-face verbal communication between the members and individuals is often necessary. Contact with blood, body fluids, or other medical hazards is rare for the member. However, the member should have sufficient time to take precautionary and protective measures when necessary.

All job descriptions have been reviewed to ensure only the essential functions and basic duties have been included. Peripheral tasks, only incidental related to each position, have been included. The requirements, skills, and abilities included have been determined to be the minimum standards required to perform the position successfully. However, the duties, responsibilities, and requirements should not be interpreted as all-inclusive. Supervisors, as deemed appropriate, may assign additional functions and requirements.

In accordance with the Americans with Disabilities Act (ADA), it is possible requirements may be modified to accommodate disabled individuals reasonably. However, no accommodations will be made that may pose serious health or safety risks to the employee or others or undue hardships to the organization.

This job description does not constitute an employment agreement between the employer and the employee. It is subject to change by the employer as the employer's needs and requirements of the position change.

Employee Signature

Date