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**Archuleta County**

**Department of Human Services**

Archuleta County is seeking a qualified Case Worker I. Case Worker I earns a **competitive wage**of **$19.41 - $27.18/per hour**, depending on experience and qualifications. We also offer **excellent benefits**, including **medical, dental, and vision coverage, 401(a) retirement plan, County will match employee contribution, up to 7%, 10 paid holidays, vacation, sick leave, sick leave donation program, bereavement leave, and $50,000 of life and AD&D insurance**.

If this sounds like the right opportunity for you, apply today!

**ABOUT ARCHULETA COUNTY**

Pagosa Springs is the county seat for Archuleta County and is located in the Colorado Sunbelt, just 35 miles north of the New Mexico border along the western slope of the Continental Divide. The combination of a high desert plateau and the Rocky Mountains to the north and east of town creates an unusually mild mountain climate. As a portal to the nearly 3 million acres of the San Juan National Forest and Weminuche Wilderness Area, Archuleta County is a doorway to the four seasons of outdoor adventure which landed us in Outdoors Magazine's top 10 best Towns in American (2015) and Men's Journal's "20 Best Mountain Towns in America (2017).

In order to assemble and retain team members who share our core values of honesty, integrity, sound judgment, customer service, professionalism, and accountability, we work hard to be an **employer of choice**. We offer **competitive pay**, **generous benefits**, and a **positive work culture**.

**A DAY IN THE LIFE OF A CASE WORKER I**

Our Case Workers work under direct supervision while learning job tasks and developing skills and knowledge. They meet with supervisor frequently for direction and make significant decisions only with supervisor oversight. All documentation is reviewed by supervisor.  Case Workers provide case work services for various programs offered through Department of Human Services; perform initial intake and Supervisor assisted ongoing case management; perform initial assessments and evaluations of individual or family needs and safety; assist in providing crisis intervention; provide basic direct and core services; recommend service referrals to community resources, core and direct services, and/or protective services; develop plans to assist clients and submits for supervisory review; and maintains records, documentation and reports related to services provided.

Position requires basic knowledge of established theories, principles and concepts of social casework practice related to assigned program area(s).  Perform increasingly more responsible work as the employee gains experience and independently provides basic casework services.

**MINIMUM QUALIFICATIONS**

Any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Education:**

Bachelor's degree from an accredited four-year college or university in Social Work, Psychology or a related human behavioral science.

A newly hired Child Welfare Caseworker is required to successfully complete the Colorado Department of Human Services training requirements for caseworkers within the mandated timeframes to be eligible for continued employment.

In order to meet the minimum educational requirements of a human behavioral science degree, the applicant must have a degree with major course work (equivalent to 30 semester hours or 45 quarter hours) in either development of human behavior, child development, family intervention techniques, diagnostic measures or therapeutic techniques such as social work, psychology, sociology, guidance and counseling, and child development.

**EXPERIENCE**

Two years of experience in a directly related field or in the performance of similar duties and responsibilities.

**Licenses**

Valid State Driver's License

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

Established theories, principles and concepts of social casework practice.

Human physical, emotional, psychological and social stages of development.

Addiction, domestic/family violence, developmental disabilities and mental health issues, signs/symptoms.

Child and/or adult protection issues and investigative procedure, laws and time lines, including Native American Child Welfare laws.

Multi-cultural issues and differences.

Policies, procedures, philosophies, rules, ethics and regulations governing the services to clients.

Applicable state, federal, Native American Tribal and local ordinances, laws, rules and regulations and how they apply to child/adult protection.

Community resources available to assist clients.

All computer applications and hardware related to performance of the essential functions of the job.

Recordkeeping, report preparation, filing methods and records management techniques.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

**Skilled in:**

Assessing risk in child and adult protection and assessing family functioning to insure safety of individuals.

Assessing evidence, to include determining if a client's injuries are consistent with reported abuse.

Using forensic interviewing techniques.

Using conflict resolution techniques.

Using tact, discretion, and initiative within established guidelines.

Educating families in appropriate parenting skills through teaching, role modeling, demonstrating and various coaching techniques.

Providing accurate court testimony.

Assessing environment in regard to personal safety.

Preparing clear and concise reports, correspondence and other written materials.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks, and to understand, interpret and communicate complicated policies, procedures and protocols.

Using mathematics.

Communicating clearly and effectively, both orally and in writing.

**Ability to:**

Respond to each client with empathy and respect.

Deescalate chaotic and/or potentially violent situations and set limits when appropriate.

Establish and maintain effective working relationships with a variety of individuals.

Collect process and utilize incoming information, define problems, establish facts and draw valid conclusions.

Make critical decisions in high risk and high stress situations.

Speak effectively before groups and respond to questions.

Work/participate as part of a multi-disciplinary team.

**PHYSICAL DEMANDS:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to have the ability to move to and from various points within the office.  Travel to other locations using various modes of private and commercial transportation.

Ability to work with hands above shoulder height or arms extended at shoulder height.  The employee is required to use hand to finger, handle, grasp or feel objects, tools, or controls, and reach with hands and arms. Requires repetitive movement's standard in office-related activities such as typing, and sitting and standing, talking in person and via telephone. This position is occasionally required to stoop, kneel or crouch.

Ability to lift and/or carry up to 20 pounds on a regular basis.

Specific vision abilities required by this job include close vision, distance vision, color vision, depth deception and the ability to adjust focus. Requires full range of peripheral vision to monitor multiple computer systems.

Requires full range of hearing to be able to communicate via the telephone, and in person, ability to hear and conduct routine conversation.  Requires sufficient hearing and speech ability to communicate verbally in response to inquiries, complaints, and to speak to individuals or groups in an informational or instructional situation.

**WORK ENVIRONMENT AND CONDITIONS**

The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of the job.

Work is typically performed in a variety of environments including the office, client homes, community agencies and schools, and may involve potential exposure to hazardous and/or violent environments and/or clients. The incumbents working conditions are typically moderately quiet, but may be loud at times.

**READY TO JOIN THE ARCHUILETA COUNTY PUBLIC WORKS TEAM?**

If you feel that you would be right for this position, please fill out our employment application. We look forward to meeting you!