CASEWORKER
JOB DESCRIPTION

The Caseworker reports to the Social Work Supervisor and must meet one of the following qualifications:

- Licensed clinical social worker, licensed social worker, or a certified social and have a minimum of one-year experience in the human services field.
- Bachelor’s degree in social work, psychology or a related field with one year of professional experience in the human services field.
- Master’s degree in social work, psychology or a related field.

The Caseworker will be responsible for:
- Maintaining up-to-date case records
- Preparing home studies for adoptive applicants
- Preparing other case reports as required by the courts, cooperating agencies or Manual of Requirements for Adoption Agencies
- Providing direct pre-placement, placement, post-placement services to children, birthparents, foster parents, adult adoptees or related parties within the scope of the agency programs
- Other duties as assigned

This position of caseworker is on a contractual basis. The assignments vary in geographical and may range from full time hours to single hours.