

TITLE Direct Support Professional – Outreach Caseworker

EOE STATEMENT We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

CATEGORY Outreach

DESCRIPTION The role of the Caseworker provides support to people with disabilities to serve as an advocate to live/work as independently as possible in the community. This position works as a part of a team of staff who will continually assess and meet the needs of those we support. The caseworker is also responsible for providing guidance to Professional Support Staff.

This is a full time hourly (non-exempt) position with a Salary Range Minimum of \$15.84 per hour. Typical work schedule is M-F 8:00 am – 4:30 pm, for 40 hours per week. However, this position is also required to fill in as direct care staff, which may occasionally require working outside these stated hours.

Job Specific Competencies include but not limited to:

1. Ability to lead and take initiative within assigned caseload.
2. Attends and participates in person's annual PCP meeting
3. Ability to observe, gather data, and document according to program and agency requirements.
4. Responsible for respite/POS budgets – coordinating and maintaining accurate records
5. Responsible for any rep payee monthly spend downs/completed within timeframe, as needed
6. Assist people we support with transfer/transitions to new homes/other programs.
7. Assist people we support during new admissions to the agency – scheduling, handbook review, annual forms and 30 day PCP
8. Completes direct care service hours as required.
9. Actively participate in staff meetings, take leadership role, and provide agenda items
10. Provides assistance to supervisor as requested

POSITION REQUIREMENTS This position requires an AA degree, or 60 credits, and one year of relevant experience OR High School diploma and (5) years of relevant experience; and knowledge of the PCP process. Must be proficient in use of Microsoft Office Suite - Word, Excel, Outlook and PowerPoint and other computer software programs.

Position also requires someone who is 18 years old or older, who has a valid driver's license along with three (2) years of driving experience and good driving history. The successful candidate will also need to pass a reading comprehension and math test, background check, pre-employment screenings including drug screen. Position requires lifting, transferring, and the ability to provide direct care and implement proper restraint techniques to ensure person's served health and safety. 2 wks. paid specialized training (Held M-F 8:30 am – 5:00 pm).