

DESCRIPTION: Under immediate supervision, serves in the capacity of a learner in assessing and insuring child, youth and vulnerable adult safety, permanency and well-being while attending required in-service training. This training prepares new caseworkers for work with the Department of Health and Human Services, Division of Children and Family Services children and family customers through the development of competencies essential to effective job performance; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the first classification level of three in the Child and Family Services Specialist class series. This class is utilized as a training class with expected entry into the Child and Family Services Specialist class after successful completion of all required classroom and on-the-job training programs. All new Child Family Services Specialist Trainees must complete the mandated assignments and exercises with the approval and review of a supervisor before attaining non-probationary status with the Department of Health and Human Services.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Attends required structured classroom and field-lab training.

Participates in and studies training modules which focus on interpersonal skills; knowledge of children, vulnerable adults and families; Department policies and programs; working with the courts; permanency case planning and community-based services.

Develops, through on-the-job training, the skills necessary to manage practicum cases at the work location with close review and monitoring from the immediate Child and Family Services Specialist Supervisor.

Attends training provided by the Division of Children and Family Services staff and the University of Nebraska after initial classroom training while the employee is assigned to their work location to acquire knowledge, skills and abilities necessary for continued employment and advancement into the Child and Family Services Specialist class.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: the principles and practices of social work, psychology, sociology, counseling, human development, mental health, education, criminal justice or related area of the applied social/behavioral sciences; the principles and processes of direct case management; family life issues and dynamics; community services; child adolescent and adult behavior; and basic understanding of juvenile delinquent behavior and vulnerable adult issues.

Skill in: interviewing customers to collect and elicit essential information and assess customer needs and progress; openly and honestly discussing concerns with others in a non-judgmental way; using a keyboard.

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Ability to: learn the importance of commitment to individuals and families; learn the importance of families/individuals having normal life experiences that are consistent with age, gender, culture and community setting; learn the value and importance of families/individuals having the right and ability to make decisions; protect confidential information; communicate electronically, on paper or in person with customers, co-workers, supervisors and staff to exchange case information and assessments; listen to and understand communication; work effectively with community service providers, law enforcement, the court and legal systems and vulnerable adults' families and/or advocates; organize and maintain case records; learn and apply the principles and practices of direct case management including assessment, analyzing critical information, plan development and implementation in setting up individual case/treatment plans; treat people with dignity and respect regardless of behavior; respond flexibly and adapt to new or changing circumstances; manage time and workflow to work independently and meet deadlines; exhibit a sense of fairness; be available to children, families and vulnerable adults through regular and predictable work attendance; demonstrate professionalism and operate basic computer software and hardware.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

A Bachelor's degree in social work, psychology, sociology, counseling, human development, mental health care, education, criminal justice or other closely related area.

SPECIAL NOTE

Positions in this class may require an employee to possess a valid driver's license and provide a passenger vehicle with adequate liability insurance, or the ability to provide independent authorized transportation, in order to perform work-related travel such as customer visits or customer transportation. These situations will require prior supervisory approval.

Individuals assigned in this class may be on call 24 hours a day. Some overtime will be required to complete case activities outside normal working hours including some travel outside the assigned service area.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).