



Douglas County Human Resources Job Announcement

Caseworker Employment Training (Full Time/100% Grant Funded) Social Services

Responsibilities: Interviews applicants and/or recipients to determine eligibility for the Employment Training Programs through interactive interviews and fact gathering; provides guidance and counseling to clients regarding the most efficient use of program services and managing aid funds.

Job functions include:

- Initiates contact with employers, educators and placement agencies to secure training and job placement for Employment Training and Job Development participants. Interviews and assesses applicants to determine eligibility for the Employment Training and Job Development Program.
- Interprets, explains rules and regulations governing eligibility, methods of payment, and legal rights to applicants and recipients. Facilitates the transition of applicants from unemployment or underemployment to gainful, steady employment.
- Develops and maintains ongoing working relationships with other social service agencies, employers, training and education programs. Plays a lead role in the Business Advisory Group developed to support the Employment Training and Job Development Program.
- Acts as liaison between the program participants and other social services agencies, employers and support agencies. Meets with program participants on a regular basis to ensure compliance and continued eligibility, visits job sites and evaluates performance for continued program eligibility.
- Assists the general public, customers, and/or county employees in person, by telephone and/or e-mail answering inquiries related to department services, programs, and records; receives complaints and attempts to resolve them; explains rules, policies, and procedures; researches questions, when appropriate, to provide accurate information; resolves issues and/or directs customers to the appropriate department for resolution.
- Interviews clients to obtain information, determine eligibility this Program: interprets and explains rules and regulations governing eligibility and grants; maintains all aspects of confidentiality. Assists clients in completing applications; provides factual information regarding various program regulations and procedures; identifies need for social services, and makes referrals to various agencies and community resources available; may act as an advocate for the client with other organizations; acts as liaison between other social service agencies, school districts, mental health agencies, and drug and alcohol agencies.
- Initiates procedures to grant, modify, deny, or terminate eligibility and grants for the specific Program. Provides ongoing case management to families; meets with program participants on a regular basis to ensure eligibility and compliance. Seeks and participates in continuing education opportunities regarding changes in mainstream services, new programs and resources, and changing trends in the welfare/social services area.

- Creates and maintains case files; maintains accurate logs and compiles records of work performed; prepares regular and special reports as required, and submits individual recommendations for consideration by supervisor; performs a variety of other clerical duties including data entry, copying and assembling materials, collecting and distributing mail, answering phones, faxing documents, and other related tasks.
- Researches, writes, monitors and implements State and Federal grants for continuation and/or expansion of the Programs; develops and maintains recordkeeping systems to meet the requirements of each grant; tracks expenses from each grant and for each family assisted; participates in legislative and planning meetings as required and appropriate. Travels by car to surrounding counties to evaluate client services, participate in meetings, conferences and training programs. Transports program participants to meetings, appointments, jobs, interviews, program interviews, and social opportunities as necessary

Minimum Requirements: High School Diploma, or equivalent, and three (3) year s related experience performing case management and/or training; a Bachelor's Degree in Social Work, Social Sciences, Counseling, Public Administration or other closely related field is preferred. Intermediate proficiency level utilizing Microsoft Office applications including Excel, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required. Valid Driver s License with an acceptable driving record is required (**a DMV printout will be required if invited to an interview**).

Salary & Benefits: \$17.11 \$22.87 per hour, 100% employer paid retirement (PERS), sick and annual leave, medical, dental, vision, and life insurance.

Filing Information: **A Douglas County Application, a DMV printout will be required if invited to an interview.**

Application must be received by the deadline. Postmarks are not accepted. Resumes are accepted when attached to a completed application. Applications returned without the required documentation **will not** be considered. To request an application, please call (775) 782-9876 or visit our web site at www.douglascountyhr.com. Submit application to Douglas County Human Resources Office, 1616 8th Street, P.O. Box 218, Minden, NV 89423.

Closing Date: 4:00 p.m., Friday, July 17, 2009

Douglas County is an Equal Opportunity Employer and Drug Free Workplace
 Douglas County Human Resources, 1616 8th Street, P.O. Box 218, Minden, NV 89423
 Accommodations for disabled applicants can be arranged by calling Human Resources (775) 782-9860
 TTD (775) 782-9070 - Fax (775) 782-9083