



Douglas County Human Resources Job Announcement

Caseworker Family Mentoring (Full Time/100% Grant Funded) Social Services

Responsibilities: Interviews applicants and/or recipients to determine eligibility for the Family Mentoring 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:

- Engage the community to convene and participate in a Family Mentoring Program which is intended to assist families to transition out and stay out of poverty. Interviews and assesses applicants to determine eligibility for the Family Mentoring Program. Interprets and explains rules and regulations governing eligibility, methods of payment, and legal rights to applicants and recipients of the Family Mentoring Program.
- Recruit, train, and maintain working relations with community members and leaders to actively engage in the group support and mentoring of those families involved in the program. Facilitates the development of supportive relationships between members of all spheres of the community and the identified families to build sustained, healthy and productive life skills and habits.
- Acts as lead in developing and maintaining a supportive, empowering culture for diverse members of the community committed to transitioning people out of poverty. Makes arrangements for childcare, meals, meeting room and transportation for weekly Leadership meetings, monthly support meetings, coalition meetings and other meetings as needed.
- 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 for 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 Range & 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.douglascountylvr.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