

Gulf Coast Trades Center
Job Announcement

Position: Caseworker

Position Available: 2 positions (1 grant funded)

Opening Date: October 29, 2018

Closing Date: Open Until Filled

Salary: \$30,000.00 yearly

General Description:

This position will provide professional casework and counseling services to the students in a group oriented Residential Program and also act as liaison between referring agencies, parents, and students assigned to his/her caseload.

Reports To:

Director of Social Services

Qualifications:

- A Bachelor's degree in a Social Service field with a minimum of one year experience in a youth program.
- Must exhibit excellent written and verbal communication skills.
- Ability to work in a team setting.
- Travel as required.
- Must have own transportation.
- Possess a valid Texas driver's license.
- Must be at least 24 years of age
- Must satisfactorily pass a criminal history check.
- Must pass a drug screen.
- Experience in chemical dependency assessment and counseling is preferred.

Specific Duties:

- Provide professional casework and counseling services to the students in a group oriented Residential Program.
- Develop and implement program plans for each individual student and the coordination of this plan with all other program components.
- Direct and develop the monthly team staffing for each student and ensure accuracy in documentation.
- Document each individual counseling and group counseling sessions.
- Provide supervision and documentation during student visitation (may involve weekend hours)
- Maintain the students' files according to Child Care Licensing standard.
- Act as liaison between:
 - referral agencies
 - parents
 - students
 - court appointees
- Assist closely with the substance abuse program and receive additional education in this specific area.
- Assist and refer students for counseling in substance abuse related issues.
- Be responsible for:
 - Incentive furloughs
 - level adjustments
 - All correspondence relating to the student.
- Promote and maintain professional relationships with fellow co-workers and various departments.
- Display professional behavior and deportment with all outside entities and families.
- Maintain professional dress at all times.
- Adhere to accepted practices of confidentiality regarding agency and student matters.
- Assume all duties as assigned by the Manager of Social Services.

Contact:

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