

Statement of Work

Contract Community Disability Caseworker

\$20/hour, up to 10 hours/week, dependent on client needs

Please send a resume, cover letter, and references to Janeen McGee, Director of Human Services, at janeen.mcgee@state.co.us.

Will aid 1-2 adult clients who are currently receiving Social Security Disability, helping obtain essential resources, such as healthcare services, food benefits, financial aid, mental health services, or other supports. The goal of the Contract Community Disability Caseworker is to identify the needs of the client and match them with community resources, helping the individual complete all steps in accessing the resources they require.

- Routinely assists clients with basic life skills with the objective to improve quality of life and self-sufficiency. Such tasks include: helping fill out paper and online applications for assistance programs, supporting communications between the client and assistance entities, helping client plan for transportation, scheduling of appointments and other tasks as determined.
- Seeks suitable resources that match the needs of the client through research and/or prior knowledge of assistance programs.
- Plans regular follow-ups to assess progress and additional needs as they arise.
- Offers regular and clear communication with clients as needed, with clear focus on accessing community resources.
- Work is performed with varied clients which will have similar and dissimilar challenges. Each client is substantially different and each case often involves complex factors. The Contract Community Disability Caseworker independently evaluates the case and develops ongoing assistance.
- The Contract Community Disability Caseworker is expected to deal with unusual and/or difficult cases with appropriate consultation with LCDHS Director.
- There are a wide variety of recognized social casework techniques and the Caseworker must use judgment and situational evaluation to determine which are appropriate for each of the cases assigned.
- Requires specialized experience working with individuals with Autism.
- Prefer experience with problems faced by senior citizens, people with physical and mental
- disabilities, people with substance abuse disorders, and survivors of domestic and sexual violence

Ability to:

- Set boundaries in order to maintain a healthy relationship with client.
- Establish supports for multi-system involved clients.
- Independently analyze complex situations, formulate plans and make quick decisions as needed.
- Clearly and concisely express oneself both verbally and in written format.
- Establish and maintain harmonious professional relationships with DHS staff, outside

- agencies, and the public.
- Meet with clients, within environments they request, dependent on needs, abilities, and
- preferences.

Experience and Training Guidelines

- A bachelor's or master's degree in social work or a human behavioral science is preferred, but not required.
- In lieu of education, experience in a professional caseworker, case management, or human services role can be substituted
- A combination of related experience and education is highly preferred.

Hazards:

In making client visitations, incumbent may encounter angry, hostile clients, verbal abuse and unsafe conditions in homes.