**Caseworker - Hourly**

**Grade: H06**

**FLSA: Non-Exempt**

**Date: 11/16**

**Job Summary:** The Caseworker works within the Division of Home & Community Based Services (HCBS) to provide assistance in case management for the Home & Community-Based Options Waiver, Community First Choice Program, Money Follows the Person Options Counseling Program and Caregiver Support.

**Essential Functions:**

1. Communicates with consumers, family members and Case Manager;
2. Does in-home assessments and other visits;
3. Does quarterly visits, which include defined tasks;
4. Handles consumer needs per regulation;
5. Writes detailed case notes as appropriate;
6. Supports caregiver training/education;
7. Supports the HCBS Division in a positive manner;
8. Ability to learn and navigate the Long-Term Support Services Tracking System;
9. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
2. Ability to operate relevant computer programs and tracking systems;
3. Ability to gain knowledge of Federal, State and Local regulations regarding assigned programs;
4. Ability to effectively communicate with other staff and members of the public in a courteous and caring manner;
5. Ability prioritize and multitask;
6. Ability to use available resources to research information;
7. Ability to keep accurate records.

**Education and Experience:**

1. Bachelor’s Degree and;
2. Two years or more of experience or additional education in a specialized area;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meetings and training rooms.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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HR Representative Signature Date

Your signature below indicates that you have received a copy of this position description.

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Employees Signature Date