

# WICHITA COUNTY

## *Job Announcement*



Posting Number: 2022-070

**POSITION:** Human Services - Case Worker

**LOCATION:** Wichita County Courthouse Annex  
600 East Scott Street, Room 102  
Wichita Falls, Texas 76301

**REPORTS TO:** Human Services Office Manager

**HOURS:** 8:00 a.m. - 5:00 p.m., Monday – Friday

**PAY RATE:** Up to \$31,200.00 Annually (depending upon qualifications)

**POSTING DATE:** July 19, 2022

**CLOSING DATE:** August 02, 2022 or Until Filled

► **JOB SUMMARY:**

Performs administrative duties on a full-time basis to include scheduling appointments with clients, filing, skilled typing and computer usage and working with indigent applicants in both the office and Wichita County Jail.

► **ESSENTIAL JOB FUNCTIONS:**

- Handles incoming and outgoing telephone calls.
- Works with applicants and indigent clients to schedule interviews and appointments.
- Conducts interviews with applicants and indigent clients to gather vital medical and financial information. Note: Clients may include indigent prisoners confined to the Wichita County Jail.
- Provides clients with information related to Wichita County Human Services programs.
- Assists clients with the completion of necessary paperwork.
- Refers clients to outside agencies such as Faith Mission, if required.
- Maintains client lists and medication cards.
- Maintains records in accordance with established policies and procedures and maintains confidential files and other information necessary for accurate charting and processing.
- Properly and discretely handles and protects confidential and sensitive information.
- Uses a personal computer to complete data entry and retrieval of indigent accounts including health care, medical information, vendor information and pauper burials.

- Assists Office Manager and staff with filing, record retention, file- purging and file destruction.
- Processes pauper burials.
- Administratively supports and maintains a close and responsive business relationship with co-workers in the Human Services Office and other County offices.
- Responsible for helping maintain the security of the Human Services Office at all times including locking the office doors as required.
- Performs all other job-related duties as assigned.

► **MINIMUM QUALIFICATIONS:**

- Must be at least eighteen (18) years of age.
- Must have a high school diploma or equivalent (GED).
- Previous casework and interview experience and skills, preferred.
- Must have good public relation skills, be able to conduct oneself in a professional manner and maintain good working relationships and rapport with clients, co-workers, supervisors and County officials.
- Must be able communicate effectively with others, both verbally and in writing.
- Must be able to type/keyboard at least 40 WPM with minimal errors.
- Must be able to work in various environments to include restricted and potentially hostile and/or violent work areas such as the Wichita County Jail.
- Must have a valid Texas Drivers' License and be able to drive one's personal vehicle to various locations including the Wichita County Jail - Sprague Annex and client's homes. Note: Wichita County provides mileage reimbursements to Caseworkers for personal vehicle use.
- Must be able to properly and discretely handle sensitive information and protect and maintain strict office confidentiality.
- Must be computer literate and have a working knowledge of applicable software programs.
- Must be dependable and punctual.
- Must pass a pre-employment physical examination and drug test paid by Wichita County.

► **CONDITIONS OF EMPLOYMENT:**

- Must be able to occasionally lift and move loads weighing up to fifty (50) pounds.
- All Wichita County Offices are non-smoking environments.

► **APPLY TO:**

**Wichita County**  
**Human Resources Office**  
**900 7<sup>th</sup> Street, Room 132**  
**Wichita Falls, Texas 76301(940) 766-8108**

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADAAA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADAAA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD (800) 735-2989, VOICE (800) 735-2988. For candidates requesting Braille, Mobility requests, etc., please call (940) 766-8108. HR/ADAAA Compliance Office, Room 130, Wichita County Courthouse, 900 7<sup>th</sup> Street, Wichita Falls, TX 76301.