

CHILD SUPPORT ENFORCEMENT CASEWORKER

JOB DESCRIPTION

A caseworker is expected to perform the following duties:

Interprets and applies program directives, and agency policies and procedures.

Interviews clients/applicants to obtain information, assess employment and educational history, work abilities, and training interests in order to determine the support services needed.

Serves as case manager for assigned caseload by recording findings, recommendations and services provided; completes case record forms and any necessary correspondence in connection with assigned cases.

Explains program to applicants and discusses its rules and procedures.

May assist with representing the agency on client appeals and appeal hearings by compiling the Summary of Evidence and other agency documentation.

Performs investigative and enforcement function of child support cases in the areas of intake services, paternity services, absent parent location, and collection of child support.

Assesses financial resources to determine an absent parent's ability to provide support.

Monitors all support payment activity on assigned cases and follows up on delinquent payments.

Prepares and submits appropriate documents for court proceedings and serves as court liaison for the agency in coordination of docket scheduling, affidavit completion, case testimony, judicial reviews, etc.

QUALIFICATIONS

High-School Diploma or Equivalent

Ability to work effectively in a team environment, communicate effectively with members of the public, and personal accountability

Applicants must pass a basic computer skill test and background check

Date of job posting: Wednesday, Feb. 5, 2025