



Subject: Reunification Caseworker

Policy Number: 3.1d

Date Approved: 12/31/2018

Updated: August 2026

Wages: Grade 11N, \$23.60 hour; 37.5 hour/week

Apply: via Indeed or submit application/resume to mstrachko@columbiapa.org

ORGANIZATIONAL RELATIONSHIP: The Reunification Caseworker reports directly to the Family Center Director and works collaboratively with Family Center staff, Children and Youth Services (CYS) caseworkers, families, and other community service providers.

DEFINITION of JOB:

The Reunification Caseworker provides individualized support and services to families enrolled in the Family Center's Family Reunification Program. The position is responsible for planning, facilitating, and documenting parent-child visits and collaborating with families, Children and Youth Services (CYS), and other service providers to support the goals of the child's permanency plan and successful reunification. Responsibilities include identifying family strengths and needs, addressing barriers to reunification, making and following up on appropriate referrals, maintaining accurate and confidential documentation, and participating in case meetings, court hearings, and other activities related to assigned families. The Reunification Caseworker must have knowledge of community resources and the ability to establish positive, professional relationships with families and service providers. The position may also assist with parent education, community outreach, and Family Center events as assigned.

JOB ACTIVITIES:

Family Reunification Program Responsibilities

- Provide individualized services and support to families enrolled in the Family Reunification Program.
- Maintain regular, weekly contact with assigned families and provide services in accordance with program requirements and the family's permanency plan.
- Initiate, plan, coordinate, facilitate, and document parent/child visits.
- Support families in developing and maintaining positive, safe, and healthy parent-child relationships.
- Observe family interactions and provide appropriate feedback, encouragement, and support when applicable.
- Assist families in identifying strengths, needs, barriers, and goals related to reunification.
- Collaborate with families to identify strategies and resources that support progress toward reunification.
- Coordinate services and communicate regularly with the family's CYs caseworker and other involved professionals.

- Attend court hearings, permanency reviews, case meetings, and other meetings related to assigned families when required.
- Complete all required case documentation, visit notes, reports, correspondence, and other program paperwork accurately and within established timeframes.
- Maintain accurate and confidential participant records in accordance with agency policies and applicable requirements.
- Monitor and communicate participant progress, concerns, barriers, and successes to the appropriate parties.
- Assist families with transitions between programs and services when appropriate.
- Maintain professional boundaries and confidentiality in all interactions with families and service providers.

Family Support and Community Resources

- Maintain knowledge of local, regional, and other available resources related to housing, food, transportation, employment, parenting education, behavioral health, substance use recovery, medical services, childcare, and other family needs.
- Develop and maintain positive working relationships with community agencies and service providers.
- Assess family needs and make appropriate referrals to community resources and service providers.
- Follow up with families and service providers regarding referrals when appropriate.
- Advocate for families and assist them in navigating community resources and systems.
- Assist families in identifying and addressing barriers that may interfere with successful reunification.

Community Service and Outreach

- Participate in community outreach activities designed to connect families with resources and support.
- Represent the Family Center in community meetings, coalitions, committees, and other activities as assigned.
- Serve on at least one countywide committee, board, or community group when appropriate to the needs of Family Center families and as approved by the Family Center Director.

Liaison and Collaboration Responsibilities

- Develop and maintain effective professional relationships with CYS personnel, Family Center staff, and other service providers.
- Communicate appropriately and consistently with professionals involved in the care and support of assigned families.
- Participate in multidisciplinary meetings and case planning activities as appropriate.
- Assist in collecting information and data related to participant attendance, engagement, services, and progress.
- Communicate significant concerns, incidents, or changes in family circumstances to the Family Center Director and/or appropriate CYS personnel in accordance with agency procedures.
- Program Evaluation and Quality Improvement
- Provide information and documentation necessary to evaluate program effectiveness and participant outcomes.

- Assist with collecting and maintaining accurate program data.
- Participate in program evaluation and quality improvement activities.
- Use program evaluation results and feedback to identify opportunities for program improvement.
- Make recommendations to the Family Center Director regarding program needs, resources, and service improvements when appropriate.
- Prepare reports, correspondence, files, forms, and other materials related to the Family Reunification Program.

Professional Development

- Attend required agency meetings, trainings, conferences, workshops, and other professional development opportunities.
- Maintain knowledge of current practices, resources, and requirements related to family reunification, parenting, child welfare, family support, and related services.
- Participate in supervision and professional development activities with the Family Center Director.
- Maintain all required certifications, clearances, and training requirements.

JOB REQUIREMENTS:

- Bachelor's Degree in Social Work, Human Services, Education, Early Childhood Education, Psychology, Sociology, or another related field.
- Experience working with children and families; experience in child welfare, family services, home visiting, parenting education, case management, or a related field preferred.
- Demonstrated ability to establish positive and professional relationships with families.
- Ability to communicate effectively, both verbally and in writing.
- Ability to work collaboratively with families, CYs, community agencies, and other professionals.
- Ability to maintain accurate, timely, and confidential documentation.
- Knowledge of community resources and the ability to make appropriate referrals.
- Ability to exercise sound judgment, maintain professional boundaries, and handle sensitive family situations appropriately.
- Ability to work independently while also functioning effectively as part of a team.
- Must be able to obtain and maintain all required clearances, including Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal History Check, and FBI fingerprint-based background check, as applicable.
- Must maintain a valid driver's license, reliable transportation, and appropriate automobile insurance as traveling between service locations is an essential function of the position.

ADDITIONAL REQUIREMENTS:

- Ability to work a flexible schedule based on the needs of participating families, including occasional evenings and weekends.
- Attendance at occasional evening meetings, weekend events, conferences, or trainings may be required.
- Occasional overnight travel may be required for approved trainings or conferences.
- Ability to travel to various community and service locations as needed.
- Ability to maintain confidentiality and comply with all agency policies, procedures, and applicable laws and regulations.

- All other duties as assigned by the Family Center Director.

The County of Columbia is an equal opportunity employer. In accordance with the Americans with Disabilities Act, as amended, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages employees to discuss potential accommodations with the Employer.