

# Bilingual English/Vietnamese Casework Specialist

## **Specific Education, Certification and Skill Requirements (if applicable):**

Bachelor's degree in Human Services or related field, two years experience is preferred.

Bilingual English/Vietnamese required.

Knowledge of child abuse, domestic violence, parent education, and community resources preferred.

## **Job Description:**

The Orange County Child Abuse Prevention Center is seeking a full time English/Vietnamese Casework Specialist. The Casework Specialist provides in-home parent education and community linkage to new parents.

### Primary Duties:

- Respond immediately to newly assigned cases to ensure agency connection.
- Conduct initial needs assessments.
- Develop service plans with clients.
- Develop relationships with families that build upon strengths and enhance self-sufficiency.
- Provide in-home visitations with a focus on parent education, problem solving, and case management.
- Coordinate with all agencies involved in cases.
- Transport families to resources when appropriate.
- Provide ongoing observation for elements of abuse within assigned families.
- Assist in public education activities (speaking presentations to organizations, preparation of news releases, etc.)
- Maintain cases in accordance with Commission requirements.
- Comply with Mandated Reporter requirements.

### Secondary Duties:

- Participate in the planning of various events as needed.
- Attend all required meetings.
- Participate in weekly individual and team supervision.
- Maintain updated statistics monthly.

For more information about this position and the Center please log on to our website at:

[www.brightfutures4kids.org](http://www.brightfutures4kids.org)