

## **EMPLOYMENT NOTICE**

**JOB TITLE: MENTAL HEALTH CASEWORKER**

**DEPARTMENT: NORTH HILL COUNTRY PUBLIC DEFENDER OFFICE (NHCPDO)**

**LOCATION: BLANCO, BURNET AND LLANO COUNTY**

**SALARY: \$57,181**

### **GENERAL STATEMENT OF DUTIES:**

This position performs interviews and works with social service agencies in the area to determine appropriate social service assistance and monitor client progress. The position coordinates with the attorneys and the clients to determine client needs and appropriate settings and programs for the client. Court room presence and jail visitation is required on occasion.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

This position requires a person with unquestionable integrity, tact, discretion and self-motivation. The ability to establish and maintain effective working relationships with others within the office, other departments, and those who have need of the services of the office is essential. This position will provide basic needs counseling and problem-solving assistance for clients. This position may assist clients in crisis intervention, short and long-term case management and vocational services. Excellent communication skills are crucial. Applicant must be proficient in use of computers and software and must have education and experience equivalent to a Bachelor's Degree in a job-related field of study. Public relations skills are a plus.

### **EQUAL EMPLOYMENT OPPORTUNITY:**

Burnet County complies with all State and Federal laws re: non-discrimination against any person in job structuring, recruitment, examinations, election, appointment, placement, training, upward mobility, discipline, or any other aspect of personnel administration based upon race, age, religion, color, disability, national origin, sex, political affiliation or belief, genetics, or any other non-merit factor. Personnel decisions shall be made on the basis of occupational qualifications and job-related factors such as skill, knowledge, education, experience, and ability to perform specific jobs.

### **APPLICATIONS:**

Each applicant is required to submit an application for employment with pertinent information regarding training and experience. Application forms may be obtained at website [www.burnetcountytexas.org](http://www.burnetcountytexas.org) or between the hours of 8:00 a.m. and 5:00 p.m. from the Human Resource Office, Burnet County Annex on the Square, 133 E. Jackson, Room 103, or at the Burnet County Courthouse, 220 S. Pierce Street. Completed applications will be accepted in the Human Resource Office until 5:00pm on Friday, September 24, 2021.