**General Statement of Duties**

Performs standard performance professional level social case work services including case management, counseling, referral, placement, and assessment/evaluation on less complex assignments and receives supervision on more complex assignments.

**Distinguishing Characteristics**

This class performs standard performance level social case work services including case management, counseling, referral, placement, and assessment/evaluation on less complex assignments and receives supervision on more complex assignments. This class is distinguished from a Senior Social Case Worker that performs full performance level intensive social case work services including case management, counseling, referral, placement, and assessment/evaluation which requires independent judgment and a significant understanding and application of professional principles and departmental standards. This class is distinguished from a Staff Social Case Worker that performs entry level professional social case work while receiving training in the principles, practices, procedures, and applications of case work methods and techniques and develops the knowledge and skills to perform case management.

**Guidelines, Difficulty and Decision-Making Level**

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

**Level of Supervision Received & Quality Review**

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

**Interpersonal Communication & Purpose**

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

**Level of Supervision Exercised**

None

**Essential Duties**

Performs case management activities involving less complex problems/cases, assesses individual and family needs, develops appropriate service and/or treatment plan, and provides counseling, referral, and placement services.
Conducts initial needs assessment, ascertains nature and extent of complaint and severity of problems, and interviews defined clients and/or family members to elicit information to determine client’s/family’s medical, employment, economic, educational, and emotional history.

Evaluates client’s needs, interest, motivation, and pattern of responsibility, reviews case records for client and family profiles, socio-economic history, previous treatment and services experience, and/or special problems and needs, and reviews and discusses case, problems, prognosis, behavior patterns, and needed services with a supervisor or other senior level staff.

Develops and implements a treatment plan that provides a variety of social services and referrals to meet social, behavioral, medical, and/or psychological needs, recommends and refers clients to appropriate support agencies and programs, and provides continuous counseling and crisis intervention to achieve objectives.

Establishes, maintains, and coordinates services and activities with relevant community agencies, monitors and evaluations activities of agencies contracted to provide a variety of social services, and evaluates progress of placements and/or other services.

Represents the department in accordance with Volume 7 and city rules and regulations.

Prepares case records, reports, and documents and compiles with state and federal standards in providing case notes, treatment plans, and evaluations.

By position, testifies in court as needed by providing expert testimony and preparing comprehensive reports that allow the court to make finding and recommendations that affect court-ordered treatment plans.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Conflict Management – Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Learning – Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.

Oral Communication – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.
Knowledge & Skills

Knowledge of interviewing techniques sufficient to be able to elicit information.

Knowledge of advanced therapeutic counseling techniques, including group therapy.

Knowledge of the theories and practices of counseling and social work sufficient to perform the duties related to the work assignment.

Knowledge of crisis intervention theory sufficient to be able to perform the duties related to the work assignment.

Skill in making decisions in emergency situations where there is no opportunity or time to seek supervisory assistance or conduct significant analysis of the options.

Skill in applying theories, precedents, and techniques of social work for treatment of a client’s behavior.

Skill in interpreting and applying written guidelines, precedents, and work practices to standardized work situations or specific cases.

Education Requirement

Bachelor’s Degree in Social Work, Psychology, Sociology, Guidance and Counseling, or a related field.

Experience Requirement

One (1) year of experience as a professional social case work experience at the type and level of Social Case Worker.

Education & Experience Equivalency

No substitution of experience for education is permitted.

Additional appropriate education may be substituted for experience requirements.

Licensure & Certification

By position, requires a valid Driver’s License at the time of application.

By position, must be able to speak and/or write in Spanish.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Subject to traffic, roadways, and pedestrians.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):
Standing: remaining on one’s feet in an upright position. Sitting: remaining in the normal seated position. Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving the nature of sounds by the ear.

Working Environment: Contacts with client under a wide variety of circumstances. Subject to varying and unpredictable situations. Subject to many interruptions. Pressure due to multiple calls and inquiries.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

## Background Check Requirement

Criminal Check
Employment Verification
Education Check
By position, Motor Vehicle Record

## Assessment Requirement

Social Case Worker, By position, Bilingual

## Probation Period

Six (6) months.

## Class Detail

Pay Grade: A-807
FLSA Code: Y
Management Level: 10
Established Date: 9/21/2018
Established By: Lori Schumann
Revised Date: 
Revised By: 
Class History: