



Office of Human Resources
Social Case Worker Staff - CA2657
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General Statement of Duties

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.

Distinguishing Characteristics

This class performs entry level professional social case work. This class is distinguished from a Social Case Worker that performs standard performance level social work services including case management, counseling, referral, placement, and assessment/evaluation on less complex assignments and receives supervision on more complex assignments.

Level of Supervision Exercised

None

Essential Duties

Receives on-the-job training on acceptable case work methods and techniques in order to perform a variety of counseling, referral, and placement functions.

Attends training sessions to learn concepts, principles, practices and application of case work, studies applicable rules and regulations, and receives instruction in the interpretation and application of appropriate laws, rules, regulations, and procedures.

Trains and assists in interviewing clients and family members, documenting family history, assessing family problems and needs, and developing treatment plans.

Receives training and instruction in identifying and interpreting social, occupational, and environmental factors related to a case and the internal and external resources available.

Performs increasingly more responsible work as the employee gains experience and independently provides basic case work services.

Assists in the establishment and maintenance of case files, records, and other required documentation and the preparation of periodic reports.

By position, supervises therapeutic programs for children with mental health issues.

By position, under the supervision of a licensed therapist, diagnoses children in a residential treatment center and supervises family group therapy sessions.

By position, physically restrains children and administers medications.

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

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 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.

Education Requirement

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

Experience Requirement

None

Education & Experience Equivalency

No substitution of experience for education is permitted.

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

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. Potential exposure to danger of assaults.

Potential exposure to unpleasant client and/or unit elements (accidents, injuries, illness).

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.

Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving the nature of sounds by ear.

Far Acuity: ability to see clearly at 20 feet or more. Near Acuity: ability to see clearly at 20 inches or less.

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

Background Check Requirement

Criminal Check

Education Check

By position, Motor Vehicle Record

Assessment Requirement

By position, Bilingual

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-614

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: