

SOCIAL WORKER II

NATURE OF WORK IN THIS CLASS:

This is moderately complex professional social work involved in the application of social work principles and theory in the diagnosis and treatment of children and adults with social problems.

Employees in this class perform moderately complex professional work independently on an ongoing basis and participate in the full range of complex professional duties under closer supervision.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Interviews clients and other appropriate persons to obtain information and makes preliminary assessment of cases in order to make proper referrals.

Develops an assessment and service plan for the client; provides counseling to assist with adjustment problems; places children and adults in appropriate facilities; prepares all forms necessary to achieve service plan.

Participates in the selection, summarization, and presentation of case data from a variety of sources for casework planning, supervisory conferences, and consultation.

Participates in staff conferences with physicians, psychologists, and other professionals.

Confers with public officials, agency representatives, and other professional persons regarding specific cases; interprets and provides public information regarding agency programs and activities.

Prepares social studies, case histories, reports and evaluations concerning information secured and services rendered.

Maintains comprehensive case records and statistics; participates to a limited degree in the development and conduct of surveys and research studies; prepares other reports as required.

Attends court hearings in the interest of clients, or as requested.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the social casework principles and techniques.

Ability to understand the dynamics of human behavior of individuals and groups.

Ability to refer clients to appropriate agency resources.

Ability to resolve problems of personal and social adjustments.

Ability to interpret and apply rules, regulations, and procedures pertaining to social work programs.

Ability to utilize relevant personality theory, casework method, supervision, and consultation in social work practices.

Ability to exercise sound judgment in the solving of social work problems.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

(A) One year of professional social work experience and graduation from a recognized college or university with a Bachelor's degree in social or behavioral science; or

(B) Graduation from a recognized college or university with a Bachelor's degree in social work; or

(C) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

ESTABLISHED: July, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission