

SOCIAL WORKER I

NATURE OF WORK IN THIS CLASS:

This is routine professional social work involved in the application of social work principles in various social work settings.

Employees in this class perform routine professional social work duties independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

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).

Conducts initial interviews and assesses appropriateness of referral.

Interviews clients and other appropriate persons to obtain information on social history.

Conducts assessment and develops service plan for the client.

Evaluates present situation of family, children, or adults and makes recommendations regarding alternative placement.

Refers clients to appropriate resources for specialized services; prepares all forms necessary to achieve service plan.

Prepares written summary, or essential reports regarding case progress and maintains records on case activities.

Cooperates with other agencies in making services available to clients.

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

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of individual and group behavior and effective ways of working with people.

Knowledge of the problems of personal and social adjustment.

Ability to learn and apply social casework principles and practices.

Ability to develop social work skills.

Ability to learn, interpret and apply laws, regulations, policies and procedures pertaining to social work program.

Ability to interview and prepare plan for clients having physical, mental and social problems.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to prepare accurate case records and statistical reports.

Skill in the safe operation of a motor vehicle.


MINIMUM EXPERIENCE AND TRAINING:

Graduation from a recognized college or university with a Bachelor's degree in social or behavioral sciences.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

ESTABLISHED: July, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission