

Social Worker

Dept/Div: HHS

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate professional work in the support and assistance of agency clients with personal, social, health and economic needs, and related work as apparent or assigned. Work is performed under the limited supervision of the Social Services Supervisor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Provides social services to residents and their families; arranges diagnostic assessments; plans and coordinates services; maintains regular contact with clients and service providers.
- Performs investigations/family assessments through interviews with all individuals where abuse/neglect are suspected, and observations of children and homes within required response time.
- Assesses situations and determines appropriate actions.
- Coordinates placement options, services, and resources needed.
- Documents all information obtained on each case to comply with federal, state, and local guidelines.
- Participates in daily, weekly and monthly meetings/ trainings.

Knowledge, Skills and Abilities

Thorough knowledge of social, economic and health problems; thorough knowledge of social institutions and the methods of the helping process; general knowledge of individual and group behavior; ability to identify social problems and needs to assess the ability of individuals and families to utilize services; ability to plan and organize work and to understand and interpret laws, policies and regulations; ability to prepare reports and maintain records; ability to communicate and establish effective working relationships with clients, associates, other professional and technical staff, social agencies and the public.

Education and Experience

Bachelor's degree with coursework in social work, or related field, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, tasting or smelling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), exposure to fumes or airborne particles, exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license.