

SOCIAL WORKER III

NATURE OF WORK IN THIS CLASS:

This is complex professional social casework involving casework, diagnosis, and intensive treatment of clients and conducting life study consultations with agencies and institutions.

Employees in this class perform the full range of complex professional social work duties, including independent work in specialized areas of the profession. Employees often serve as team or group leaders over less experienced professional staff.

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).

Provides casework supervision to subordinate social workers on cases that are complex in nature and cases requiring further services or information; provides subordinate social workers with guidance relative to program policies and procedures; monitors social worker's daily performance; reviews social worker's daily, weekly, and quarterly reports.

Assists in the planning and coordination of program activities.

Assists in planning, scheduling, and conducting case conferences with other disciplines for treatment planning and evaluation of patients.

Determines medical social services eligibility on new admissions; determines parents share in the purchase of medical services and corrective appliances.

Interviews clients to assess client's social situation; identifies psychosocial problems that would interfere with treatment plan; provides supportive counseling to clients and families; assists them in understanding client's physical and/or mental disability; encourages and motivates patient and family to actively participate and cooperate in treatment plan.

Conducts home visits for follow-ups or home assessment to ensure client's treatment plan will be successful.

Coordinates with other agencies and organizations in the provision of services for clients or family.

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

Submits weekly, quarterly and other required reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of social casework theories, principles and practices.

Ability to understand the dynamics of individual and group behavior.

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

Ability to develop and implement individual treatment plans with flexibility and independence.

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

Ability to interpret programs to other staff, disciplines, and community agencies.

Ability to analyze information and to make work decisions based on this information.

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) Three years of professional social work experience and graduation from a recognized college or university with a Bachelor's degree in social or behavioral sciences; or

(B) Two years of professional social work experience and graduation from a recognized college or university with a Bachelor's degree in social work; or

(C) One year of professional social work experience and graduation from a recognized college or university with a Master's degree in social work; or

(D) 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

DR Flores
DAVID R. FLORES, Executive Director
Civil Service Commission