CLASS SPECIFICATION

SOCIAL WORKER II

DEFINITION

Under supervision, performs professional social services casework duties in the areas of Senior Services, Adult Services, Children’s Services, and Child Care Licensing; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

License to practice Social Work in the State of Nevada or eligibility for licensure in the State of Nevada and one year of full-time experience performing professional social work. A Master’s Degree in Social Work may substitute for six months of experience.

LICENSE OR CERTIFICATE

License to practice social work in the State of Nevada required at time of appointment. Possession of a valid driver's license required at time of appointment.

DISTINGUISHING CHARACTERISTICS

This is the first experienced level class in the Social Worker class series. Incumbents perform a wide-range of professional social work assignments under less supervision.

SUPERVISION EXERCISED

NA

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Continue training in a wide range of social services related subjects including available community resources, case planning, case management services and monitoring case progress.

Conduct in-depth interviews with clients, family members, caregivers, etc.; collect socio-economic information; assess needs and develop and implement a basic service plans to assist with meeting the needs of clients; prepare case reports, document information and maintain accurate case records; review case files for proper documentation and issuing licenses.

Respond to inquiries, provide program and regulation information, and explain the reporting and investigation process; interpret rules, regulations, and policies for clients and the general public.

Investigate cases concerning child neglect or abuse; gather information, determine the urgency and severity of risk and recommend appropriate action to safeguard child.

Assess risk factors and safety of children throughout the life of the case.

Counsel clients and families regarding hospitalization, discharge plans, or nursing home care and make referrals to minimize risk to the client.

Provide employment referrals and other services.
Assist families in accessing community services and assist with placement of clients into adult care centers.

Maintain a caseload of “at risk” families and provide support and direction for the resolution of abuse and neglect problems.

Work with childcare providers to improve service and compliance with regulations; perform periodic inspections of childcare facilities, evaluating compliance, provide technical support and guidance as necessary.

Investigate complaints of violations, developing recommendations regarding limitation, suspension, and revocation of childcare licenses and issue of misdemeanor citations.

Coordinate residential placements with Children’s Services to ensure appropriate placement of children.

Serve as a liaison between the Department of Social Services with foster parents, other childcare agencies, and agency representatives both internal and external.

Track foster placements/removals, completing requisite periodic reports regarding placement activities; maintain daily placement activity logs and develop accurate lists of vacancies.

Collaborate with other professionals and community service providers to meet client’s needs.

Take referrals from community agencies and enter information into the computer.

May provide counseling and advice on problems of child custody and assist with arranging foster home placements.

Compile information and compose reports for court testimony in dependency hearings.

Provide basic case services to medical and general assistance clients, working with local resources to ensure that optimum assistance is available to clients.

Develop programs and services designed to meet the needs of clients.

Recruit contract care providers and monitor residential programs for quality of care and contract compliance; provide training to residential and childcare providers in recognizing and reporting child abuse and neglect.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**
Department and divisional policies, practices, and procedures.

Computer software specific to the department/division.

Community organizations and utilization of public and private community resources.

Physical and emotional problems associated with the aged and infirm.

Laws, rules, and regulations relative to area of assignment.

Clear understanding of Nevada State Welfare Programs, Social Security, and Medicare.

**Ability to:**
Apply casework methods and social work principles.

Prepare case documentation.
Testify in court proceedings.

Write court reports and petitions.

Train childcare providers and other agency staff in recognizing child abuse and neglect.

Assess seniors for home delivered meals, homemaker services, and benefit assistance programs.

Serve as representative payee for Social Security benefits and assist seniors with their budgets.

Conduct intake interviews and provide social services to Adult Day Health program.

Report suspected abuse and/or neglect to respective governmental agency.

Perform crisis intervention with families and handle difficult situations and clients.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

**Knowledge of:**
Modern social work principles, procedures, and practices, including casework objectives and practices.

Socio-economic conditions, trends and factors, which promote stable family life.

Adult services and/or child care licensing and residential care programs.

Principles of individual and group behavior.

Principles and techniques of interviewing and recording social casework data.

Factors influencing human growth and development.

Basic counseling methods and practices.

General principles of public assistance programs and policies.

**Ability to:**
Apply interviewing and investigative techniques.

View information, identify problems, and arrive at a logical conclusion.

Establish priorities and organize work.

Formulate and modify case plans in conjunction with client's needs.

Gather, organize, analyze, and present a variety of data and information.

Prepare, clear, concise and accurate records and reports.

Maintain the confidentiality of case records.

Communicate and coordinate with community organizations on behalf of Social Services to recruit childcare providers.

Establish and maintain client rapport on an individual basis.
Read, interpret, and apply regulations, policies, and procedures.

Operate a personal computer and a variety of software packages.

Communicate effectively, both orally and in writing.

Maintain effective working relationships with clients from a wide-range of socio-economic backgrounds, division staff, and representatives of other departments.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to sit for extended periods. Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment including computers, copiers, telephone, and FAX machine. Ability to drive a car. Work is usually performed in an office environment; but may also require frequent travel to private homes, court, hospital, and clinics. Crisis intervention may require the incumbent to encounter potentially hostile or combative situations.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.

Approved **WERCCS Job Evaluation Committee** Date **April 14, 2003**