

LOCAL HEALTH PERSONNEL JOB DESCRIPTION

CLASS TITLE: Social Services Coordinator		
TITLE CODE: 2401	SERIES: Medical Services Support Series	
SELECTION METHOD: 100% qualifying		SALARY: (MIN-MID) \$15.79-\$19.96 GRADE: 19 SPECIAL ENTRANCE RATE: May be adjusted at agency's discretion based upon additional education & experience.
POSITIONS IN THIS CLASS GENERALLY REPORT TO: Local Health Department Director		
PRIMARY USER AGENCY: LOCAL HEALTH DEPARTMENT		

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Provides professional social work services, supervises professional social work staff and other closely related staff in providing a social work program to support the medical services provided by the health department. At least fifty percent (50%) of the incumbents activities would be dived among supervising staff, administrative, program evaluation and financial management. The incumbent would be the primary person for linkage with state and other appropriate individuals and agencies in maintaining services according to program standards. The position may also supervise staff activities within a program area such as home health, home and community-based waiver, or other programs where professional and supportive staff would be supervised.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: Master's degree in Social Work or Psychology or Sociology.

EXPERIENCE: Two (2) years of experience working in a public heath agency in social work or other agency where social work knowledge, skills and abilities can be developed and applied.

SUBSTITUTION CLAUSE: See Below

EDUCATION: None

EXPERIENCE: A Bachelor's and two (2) years of experience working in a public health agency in social work or other agency where social work knowledge, skills and abilities can be developed and applied will substitute for the required education.

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.) None

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Supervise social workers and appropriate staff (clinical assistants, homemaker, social service aide, etc.) in the provision of social work services for patients of the local health department. Plan, prepare and conduct in-service education programs in social work for professional and allied health staff to keep abreast of social work practice and change in program standards. Prepare reports and summarize progress and activities at regular intervals. Maintain an appropriate caseload of patients and provide social work services. Conducts serial assessment of patient, the clinic or home setting, develops a treatment plan in conjunction with medical and allied health staff and provide case management according to treatment plan. Attend meetings to represent the agency at the local, state and regional levels to obtain information on social service program, changes in program standards and program management to maintain current. Speak before area groups and organizations and other interested organizations on particular programs and advise the agency director, members of the medical staff, and other program staff on social services programs and standards.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent in a home, community and clinic setting.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

DATE CLASS ESTABLISHED: 11/08/95

DATE OF LAST REVISION: 02/10/09

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.