

LOCAL HEALTH PERSONNEL JOB DESCRIPTION

CLASS TITLE: Social Worker		
TITLE CODE: 2402	SERIES: Social Services Series	
SELECTION METHOD: 100% qualifying		SALARY: (MIN-MID) \$11.40-\$14.18 GRADE: 14 SPECIAL ENTRANCE RATE: May be adjusted at agency's discretion based upon additional education & experience.
POSITIONS IN THIS CLASS GENERALLY REPORT TO: Director or other appropriate social work personnel		
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.

Responsible for social assessments in the clinic and home setting, determining and re-determining eligibility for selected services, counseling patients and clients as to services available, preparing a treatment plan in conjunction with other professional staff and following the progress of patients/clients receiving medical/social services.

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: Bachelor's Degree with a major in Social Work or Psychology.

EXPERIENCE: None

SUBSTITUTION CLAUSE: See Below

EDUCATION: A major in Sociology may be considered for this position if the individual has at least one (1) year of experience in case assessment and management.

EXPERIENCE:

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.

Conduct a social assessment of the patient by interviewing the patient in the clinic and/or home setting to determine services and resources needed, prepare treatment plan based on the social assessment in conjunction with nursing personnel and other care givers of the agency or community, provide indicated services or assist patient in acquiring services within the community, counseling patient regarding sudden infant death, AIDs, sterilization, family planning, family relationships, substance abuse and grief counseling, provide reassessment of client according to program requirement, document in patient records, services received, changes, problems and attend staff meetings and other appropriate staff meetings and educational activities.

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, clinic or community 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: 03-20-95

DATE OF LAST REVISION: 09/19/08

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.