

**ROWAN COUNTY  
HUMAN RESOURCES**

**JOB DESCRIPTION**

**Job Title** : CPS Social Worker  
**Department:** Social Services  
**Revised** : July 2013

**Class** : Professional  
**FLSA** : Non-exempt

*This job description supersedes any prior description for the CPS Social Worker classification.*

**GENERAL DESCRIPTION**

Advanced, professional level social work providing protective, investigative, counseling and case management services for children who are at risk for neglect and/or abuse. Supervision is received from an administrative superior who reviews work through reports submitted and through periodic conferences.

**ESSENTIAL JOB FUNCTIONS** (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Provides social work services including treatment and immediate response to crisis situations for at-risk children in the most complex cases in the department. Employee manages a caseload of clients in the most difficult and complex cases.

Investigates complaints of alleged neglect and abuse of children; substantiates the alleged neglect or abuse as prescribed by federal and state guidelines; provides expert testimony in court hearings; and follows-up with case management and preventive services for clients.

Analyzes situations, evaluates the degree of damages and makes recommendations for agency actions such as removal of child from home or facility often under very stressful conditions.

Provides group, family, or individual treatment to clients of any age and any developmental, mental, medical, substance abuse, financial or family problem including abused, neglected or homeless children.

Performs clinical and social investigations, assessment of individuals and family dynamics, crisis intervention, referrals for treatment and placement in foster care or residential facilities.

**OTHER JOB FUNCTIONS**

Maintains a variety of records; prepares a variety of reports.

Performs related duties as required.

*Management reserves the right to add or amend duties at any time.*

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of social work theory, techniques, and practices, individual and group behavior, social problems, medical and mental illness, family dynamics, coping behavior, crisis intervention, and treatment of various medical and mental diseases and social issues.

Considerable knowledge of family and group dynamics and a range of intervention techniques.

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Considerable knowledge of governmental and private organizations and resources in the community.

Considerable knowledge of the laws, regulations, and policies which govern the program.

Considerable knowledge of the methods and principles of casework supervision and training.

Skill in establishing rapport with a client and in applying techniques of assessing psychosocial, behavioral, and psychological aspects of client's problems.

Ability to exercise considerable judgment in determining whether abuse or neglect has occurred, to what extent, and how it occurred.

Ability to supervise, train, or instruct lower-level social workers, students, or interns in the program.

Ability to establish and maintain effective working relationships with members of caseload and their families as well as civic, legal, medical, social, and religious organizations.

Ability to express ideas clearly and concisely and to plan and execute work effectively.

### **PHYSICAL REQUIREMENTS**

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 10 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work includes operation of a motor vehicle. Employee may be exposed to hazardous materials.

### **EXPOSURE CONTROL**

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if an emergency arises.

### **MINIMUM EXPERIENCE AND TRAINING**

Master's Degree in Social Work from an accredited School of Social Work in an accredited college or university and one year of human services experience in the areas of case management, assessment and referral, supportive counseling, intervention, psycho-social therapy and treatment planning; or a Bachelor's Degree in Social Work from an accredited School of Social Work in an accredited college or university and two years of directly related experience; or a Master's Degree from an accredited college or university in a counseling field and two years of directly related experience; or a Bachelor's Degree from an accredited college or university in a human services field and three years of directly related experience; or a Bachelor's Degree from an accredited college or university and four years of directly related experience; or an equivalent combination of education and experience. Half credit will be given for years of experience in Income Maintenance Casework up to a maximum of one year. A Master's Degree or Bachelor's Degree in Social Work with completion of the Child Welfare Collaborative Program will equal one year of work experience credit. A valid driver's license is required.

**This job description does not create an employment contract,  
implied or otherwise.**