

# ROWAN COUNTY HUMAN RESOURCES

## JOB DESCRIPTION

**Job Title** : Social Worker II  
**Department**: Health, Social Services  
**Revised** : March 2011

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

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

### **GENERAL DESCRIPTION**

Intermediate level social work in providing services to clients in a variety of settings. Supervision is received from an administrative superior, who reviews work through reports submitted and through periodic conferences. Work is differentiated from that of a Social Worker I by the range of cases, the difficulty of personal contacts, and the theoretical knowledge required to perform the work.

**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.)

Interviews clients to determine the scope of the problems; evaluates the client's situation and his/her ability to deal with it; performs assessments to identify needs; develops a social history, psychological assessment, service plan and/or treatment plan and follow-up; explores alternative community resources and develops service plans; makes referrals and provides information to meet the needs of the clients; monitors service delivery to clients.

Provides supportive/directive counseling to clients and families in addressing needs; uses behavioral approaches in order to maximize client involvement; addresses such problems as adjustment to illness or disability, placement into an institution, rest home or nursing facility, financial concerns, socialization issues of the disabled, teenage pregnancy, and nutrition.

Provides information to and confers with schools, natural parents and foster parents on habilitation plans, behavior management, and other problem areas or needs.

Refers clients and families to a variety of services to meet financial, psychological, emergency care, emotional, nutritional and other needs.

Develops community or service resources and develops volunteer programs.

Interviews and counsels with parents and children involved in regular or specialized foster care situations; formulates a psychological diagnosis of the family unit; develops plans to assist parents and children, and helps them implement plans; supervises foster care placement; monitors foster care; counsels with foster parents; processes foster home housing.

Places qualified adult clients in rest homes, nursing homes, group homes, or alternatives; monitors clients' placements; adjusts clients placements; counsels with clients and service providers.

Licenses and supervises rest homes, family care homes and group homes for the developmentally disabled adults; evaluates homes on annual basis; investigates complaints and resolves them.

Provides a wide variety of services requested by individuals residing in their own homes; utilizes all community resources as necessary to provide assistance.

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### **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**

Considerable knowledge of social work principles, techniques, and practices and their application to specific casework, group work, and community problems.

Knowledge of psychosocial, socioeconomic, and behavioral problems and their treatment.

Knowledge of governmental and private organizations and community resources.

Knowledge of laws, regulations, and policies which govern the program.

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

Ability to establish and maintain effective working relationships with administrative supervisors, members of case load and their families, and with care providers and various community organizations.

Ability to express ideas clearly and concisely.

Ability to plan and execute work.

### **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 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

### **EXPOSURE CONTROL**

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

### **MINIMUM EXPERIENCE AND TRAINING**

Bachelor's Degree in Social Work from an accredited School of Social Work in an accredited college or university; or Bachelor's Degree from an accredited college or university in a human service field 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 from an accredited college or university and two years of human services experience in the areas of case management, assessment and referral, supportive counseling, intervention, psycho-social therapy and treatment planning; or an equivalent combination of training and experience. Half credit will be given for years of experience in Income Maintenance Casework up to a maximum of one year. A valid driver's license may be required dependent upon the department assigned to and the specific job responsibilities of the position.

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