

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Social Worker III – Adult Services
Department: Social Services
Revised : August 2020

Class : Professional
FLSA: Non-exempt

This job description supersedes any prior description for the Social Worker III – Adult Services classification.

GENERAL DESCRIPTION

Advanced level professional social work ensuring the safety of aged and disabled adults as part of a team of social workers who focus on a variety of adult service program areas providing critical service in ensuring safety of adults in Adult Care Homes and Adult Day Care settings, as well as educating providers of delivery standards and monitoring compliance with same. This position also provides Adult Protective Services Intake and provides case management services for the Adult Day Care recipients. Supervision is received from an administrative superior who reviews work through reports submitted and through periodic conferences. Work is distinguished from the Social Worker II classification by the greater involvement in sensitive and traumatic situations.

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 in the areas of aged and disabled adults which involves a variety of adult service program areas providing critical service in ensuring safety of adults in Adult Care Homes and Adult Day Care settings.

Monitors and investigates complaints of adult care homes; visits a minimum of every quarter to monitor compliance of Adult Care Homes with the NC Rules for Licensing Adult Care Homes; interviews residents and staff, reviewing records, observing resident and staff behavior, and noting care and treatment rendered; explains the findings and makes recommendations for improvement; provides guidance in areas identified as problem areas and shares information and ideas about ways to improve services; develops corrective action plans when necessary and follows through to determine if the problem has been corrected or if it is necessary to recommend negative action or an administrative penalty.

Works with new facility owners to educate them on the rules and regulations, administrator qualification requirements, and assists in preparing information to be forwarded to the Division of Health Service Regulation.

Maintains an inquiry list of Rowan County residents who have expressed a need for funding to attend an Adult Day Care; completes assessment to determine eligibility when funds are available; and maintains contact with the client on a quarterly basis at the facility.

Responds to inquiries by telephone and in person from the general public regarding crisis intervention and other services available in the community; Acts as a community liaison in an attempt to aid the individuals/families in obtaining assistance to resolve problems and to meet unmet needs.

Responsible for the certification/re-certification of Adult Day Care/Health Centers every twelve months; reviews the certification/re-certification package to make sure all required documentation is included and forwards the package to the Division of Aging and Adult Services who approves/disapproves the certification.

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Receives Adult Protective Service referrals and assesses the client's situation to determine if they are in need of protection.

Completes daily, weekly and monthly reports, sets up new records and closes out services, attends trainings, staff meetings, and other committee meetings and other activities not directly related to client services.

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 principles, techniques, and practices, and their application to complex casework, group work, and community problems.

Considerable knowledge of a wide range of medical, behavioral, and psychosocial problems and their treatment.

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

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

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

General 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 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 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Work includes operation of a motor vehicle. Employee may be exposed to hazardous materials and potentially hazardous or volatile situations.

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.

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MINIMUM EXPERIENCE AND TRAINING

Master's Degree in Social Work from an appropriately accredited School of Social Work; or a Bachelor's Degree in Social Work from an appropriately accredited school of Social Work; or a Bachelor's Degree in Social Work from an appropriately accredited School of Social Work 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 Master's Degree from an appropriately accredited college or university in a human services field and one year of directly related experience; or a Bachelor's Degree from an appropriately accredited college or university in a human services field and two years of directly related experience; or a Bachelor's Degree from an appropriately accredited college or university and three years of directly related experience. Half credit will be given for years of experience in Income Maintenance Casework up to maximum of one year. A valid driver's license is required.

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