

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title : Social Worker I
Department: Social Services/Health
Revised : August 2013

Class : Professional
FLSA : Non-exempt

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

GENERAL DESCRIPTION

Beginning level social work providing conventional services to clients who have obvious problems requiring well-established patterns of service. 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.)

Interviews clients and relatives to determine the scope of the problems; obtains medical, financial, and social history; develops a service plan for each client including provision of basic services such as supportive counseling, coordination of day care, medical, or in-home services; develops a service plan and provides information to meet the needs of the clients; explores alternative community resources and makes referrals to other programs, services, and agencies; monitors service delivery to clients.

Gives information to clients; answers factual questions; gives explanations and interpretations of agency policies and procedures that concern the client; provides supportive counseling and education to clients or care givers.

Establishes eligibility for specific programs or services; reaches conclusions as to the most appropriate services; provides and arranges for services.

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

Contacts various child care centers to form a better working relationship with the child care providers; conducts annual meetings for all local providers to discuss policy changes and to address questions and concerns about the child care program.

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

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

Knowledge of governmental and private organizations and resources in the community.

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Knowledge of behavioral and socioeconomic problems and their treatment.

Skill in mathematical reasoning and computation.

Ability to communicate effectively, orally and in writing with persons of varied social, economic, cultural and educational backgrounds.

Ability to establish and maintain effective working relationships with administrative supervisors, with 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 10 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 from an accredited college or university in a human service field; or a Bachelor's Degree from 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 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.

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