

Department: Social Services Pay Grade: 20  
Reports To: Social Work Supervisor FLSA Status: Exempt/Compensatory  
Last Revised: 03/2009 Last Reviewed: 03/2009

### **GENERAL STATEMENT OF DUTIES**

Performs responsible professional work supporting and assisting clients with personal, social, health and economic needs. Effectively provides services to any client population the department may serve. Manages a caseload in a specialized area or may be required to manage multiple case types using the application of social casework methods and within the context of program laws, regulations and policies. Effectively assesses families and individuals, identifies appropriate interventions, develops service plans, mobilizes resources to meet established goals and objectives and evaluates effectiveness of services. Performs other duties as assigned.

### **ESSENTIAL JOB FUNCTIONS**

- Interviews and observes clients and collaterals to assess client strengths and needs
- Develops, writes and implements service plans with goals, objectives and target dates appropriate to the situation
- Engages client/family in a helping relationship and arranges for appropriate services
- Documents activities and rationale for contacts and services
- Receives, documents, and investigates referrals of suspected child or adult abuse
- Recruits, assesses, and trains resource homes in foster care, adult services or child daycare programs
- Conducts home studies
- Prepares various professional written reports and documents
- Works in a team environment
- Works outside of normal working hours and serves in an on-call status
- Uses computer programs to document work and search for information

### **NON-ESSENTIAL JOB FUNCTIONS**

- Assists in meeting emergency needs for food, clothing and shelter for walk-in clients

### **POSITION REQUIREMENTS/PREFERENCES**

Education Required: Bachelor's degree from an accredited college or university with a degree in the Human Services field.

Experience Preferred: Some experience in social work.

Certifications/  
Licenses

Required: Valid Virginia driver's license with good driving record.

Knowledge, Skills  
and Abilities

- Thorough knowledge of social work principles and practices necessary for advising clients and delivering services in a public welfare setting.
- Knowledge of human behavior.
- Ability to communicate orally and in writing with clients, coworkers and other professionals in the community.
- Ability to assess individual and family strengths and needs in areas such as health, housing, income, employment and education; identify and implement intervention strategies appropriate to the assessed strengths and needs of individual or family; identify and utilize other DSS and community program/ resources to assist an individual or family in meeting identified goals and objectives.
- Ability to effectively utilize interviewing and communication skills to respond to client emotions and engage them in a helping relationship.
- Ability to testify accurately in court
- Ability to plan and manage assigned work.
- Ability to write professional reports, correspondence, and narrative.
- Skill in the use computer hardware and software.
- Ability to interpret and apply laws, policies and regulations in order to provide services appropriately.
- Ability to work outside normal working hours to include being on call for emergencies twenty-four hours a day, including weekend and holidays.

Additional  
Requirements

Subject to a complete criminal history and Child Protective Services background search with acceptable results. Must be able to perform the job as described in the Physical and Environmental Demands section of this job description

Supervisory  
Responsibilities

None

**OVERALL PHYSICAL STRENGTH DEMAND**

LIGHT

Lift and/or exert force up to 20 lbs. occasionally, 10 lbs frequently, or insignificant amounts constantly OR requires walking or standing to a significant degree.

**PHYSICAL DEMANDS**

C = Continuously 5.5 to 8+ hours daily	F = Frequently 2.5 to 5.5 hours daily	O = Occasionally Up to 2.5 hours daily	R = Rarely Less than 1 hour per week	N = Never Never occurs
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<b>Code</b>	<b>Physical Demand</b>	<b>Code</b>	<b>Physical Demand</b>
F	Standing	C	Sitting
F	Walking	O	Lifting
O	Carrying	O	Pushing/Pulling
F	Reaching	F	Handling
O	Fine Dexterity	O	Kneeling
O	Crouching	R	Crawling
O	Bending	R	Twisting
R	Climbing	R	Balancing
F	Vision (Correction Required)	C	Hearing
C	Talking	O	Foot Controls (driving, operation of equip, etc.)

**ENVIRONMENTAL FACTORS**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	R - Rarely	N = Never
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<b>Code</b>	<b>Health and Safety</b>	<b>Code</b>	<b>Environmental Factors</b>
R	Mechanical Hazards	R	Dirt and Dust
R	Chemical Hazards	R	Extreme Temperatures
R	Electrical Hazards	R	Noise and Vibration
R	Fire Hazards	R	Fumes and Odors
R	Explosives	R	Wetness/Humidity
M	Communicable Diseases	R	Darkness or Poor Lighting
M	Physical Danger or Abuse		Other (specify)

**PRIMARY WORK LOCATION**

Office Environment with some field work

**MACHINES, TOOLS, EQUIPMENT, WORK AIDS**

Personal computer, fax machine, calculator, phone

**PROTECTIVE EQUIPMENT REQUIRED**

None