

Jurisdictional Class: Competitive
EEO Category: Professional
Revised: 07/05/2018

SOCIAL WORKER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for providing professional social work services. An employee in this position is responsible for planning, organizing, and developing and directing the Social Service programs in accordance with current Federal, State, and local standards, guidelines and regulations, to assure that the medical, emotional and social needs of youth at risk of abuse or neglect or exploitation are met/maintained on an individual basis. An employee in this position serves as a member of an interdisciplinary human services team involving social services professionals, mental health professionals, medical staff, domestic violence service providers and law enforcement, formulating and implementing a service plan designed to protect children from abuse and neglect. The work is performed within prescribed guidelines, and within the parameters of established regulation and policy. Employees in this position are expected to be knowledgeable of the significant psycho-social components of well-being and understand the impact of abuse and neglect on children and families functioning. Work is performed under the supervision of a higher-level employee. Supervision is exercised over the work of subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans, organizes, implements, evaluates and directs social service programs;
Assists in the development, administration and coordination of department policies and procedures;
Assesses psycho-social needs of clients, by participating in interdisciplinary human services team and formulation of appropriate service plans;
Establishes social work goals focusing on child safety, well-being and minimizing trauma associated with abuse, neglect and exploitation;
Provides supportive social work services to help clients cope with trauma and stress resulting from abuse, neglect or exploitation;
Provides consultation to staff regarding the social and emotional aspects of child abuse, neglect and exploitation and traumatic experiences;
Records significant social services progress data and periodic reassessment in case records;
Modifies social service goals or treatment consistent with changes in client service needs;
Assists staff involved with a case in assuring Quality Assessments case planning requirements implementing appropriate service plans;
Assigns, trains, and supervises the work of subordinate staff engaged in providing social services assistance to clients and their families;
Assists with all personnel functions necessary;
Maintains information on community, social services and health resources which can be utilized to enhance child and family service planning;
Participates in the development, implementation of, and adherence to, Department policy regarding social services regulation and policy;
Serves on, participates in, and attends various committees of the Department, as required;

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TYPICAL WORK ACTIVITIES (cont'd):

Assists in preparation of Departmental budget;
Prepares a variety of records and reports related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the practices and procedures of social work and of the social and psychological factors related to child abuse, neglect and exploitation; working knowledge of State and Federal rules, regulations and requirements related to social services and child welfare; ability to counsel clients and their families; ability to function as a member of an interdisciplinary human services team; ability to interpret Federal, State, and local laws and regulations regarding the delivery of social work services in an integrated team model within a child welfare setting; ability to plan and supervise the work of others; ability to prepare records and reports related to social services activities; ability to utilize community resources effectively to meet client and family social service needs; ability to confer with, and provide, social services consultation to other professionals; and a compassionate unbiased response to youth who have experienced abuse, neglect or exploitation.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Social Work **AND** a current license to practice licensed master social work (LMSW) or clinical social work (LCSW).

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

Adopted: 10/03/1996

Revised: 07/05/2018