

Classification Title: Social Worker

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Professional position providing community-based services to clients, including evaluation, case management, counseling and referrals in areas which include but are not limited to mental health, chemical use and abuse, housing, child related issues, related family services and other areas of daily living.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Assesses needs of individuals and families. Interviews clients, obtains family, social, and medical information. Determines if referrals are appropriate and whether clients are eligible for sponsored programs.
2	L	Provides counseling and services in both individual and group settings. Discusses goals, expected outcomes and means with which to meet goals and expected outcomes.
3	S	Assists clients in the completion of required paperwork for items that may determine program eligibility, referrals, or provide job assistance, such as job applications. Provides transportation services as required.
4	S	Manages records and documentation of services provided and participates in team case conferences. Acts as a liaison with other staff with referrals and transitioning of clients.
5	S	Coordinates benefits and referrals to other agencies, whether internal or community based. Transports clients to appointments such as medical, job related or others, if appropriate. Ensures timely payments for ancillary services, if appropriate and eligible.

CLASSIFICATION REQUIREMENTS:

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Education	Master’s degree in Social Work (MSW).
Experience	None.

CLASSIFICATION REQUIREMENTS	
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	A valid driver's license and a "safe" driving record may be required.
Reading	Intermediate
Math	Intermediate
Writing	Intermediate
Managerial	Receives General Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	No responsibility for the direction or supervision of others.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship and may involve contact with others outside of the direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
X Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	X Other (see 2 below)

(1) N/A

(2) Community, clients' home.

PROTECTIVE EQUIPMENT REQUIRED:

Selected positions, which may be clinical in nature, may require personal protective equipment to prevent exposure to communicable disease.