

SENIOR SOCIAL WORKER

DEFINITION

Under general direction carries a caseload that includes the most difficult cases involving the determination of need for social services by applicants or clients; performs social studies and assignments involving individualized treatment and specialized application of advanced case work methods and skills; provides comprehensive case work services requiring complex treatment plans and involving abused or neglected children or adults; and to do related work as required.

NOTE:

Two salary ranges may exist for the Senior Social Worker classification. The use of these salary ranges are specified in Training and Experience section of this job description.

DISTINGUISHING CHARACTERISTICS

This is the highest level in the Social Worker series. Incumbents are normally assigned the most difficult cases, receive little supervision on a day-to-day basis and have considerable latitude for independent judgment. Incumbents may be assigned a specialized function requiring the highest degree of knowledge and specialized skill. Casework requires the application of high level and sophisticated social services expertise and techniques. The Senior Social Worker class is distinguished from Social Worker III and below by performing the most difficult assignments requiring the most advanced skills and depth of job knowledge in assessing problems and situations and formulating complex treatment plans. Incumbents may serve as lead worker or provide training or orientation to other employees.

REPORTS TO

Social Services Supervisor or Program Manager/Assistant Director

CLASSIFICATIONS DIRECTLY SUPERVISED

None, except that incumbents may serve as lead workers or provide training or orientation to other employees.

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EXAMPLES OF DUTIES

- Carries a caseload of the most difficult social services cases requiring the highest degree of professional skill and competence
- Conducts case studies to determine social service needs of clients
- Develops and carries out treatment plans for an assigned case load or referred clients
- Refers clients to other staff members or agencies as appropriate
- Diagnoses client problems involving highly complex family and individual issues and follows through with social treatment plans utilizing the highest professional skills with considerable latitude for independent judgment
- Assists applicants and recipients in utilizing available resources for individual needs
- Interprets rules, policies, and regulations of the department and the State of California for applicants, clients and others within the incumbent's assigned scope of responsibilities
- Makes home visits in connection with case work assignments
- May be assigned on-call evenings and weekends
- Prepare and maintain case records
- May be assigned specialized functions
- Participates in in-service training and other staff development activities to increase knowledge for the social work process and maintain technical and professional competence
- Consults with other staff members regarding their cases
- Provide community outreach for the various agency programs
- May be required to perform investigations, prepare reports and testify in court, acts as an advocate on the clients behalf
- Works with community organizations, make referrals to outside resources
- May act as a lead worker for a small group of social workers or other department employees
- May act for the Social Worker Supervisor in their absence
- May participate as representative from Social Services at various community agency meetings
- Perform other duties as assigned

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; use of office equipment including computers, telephone, calculators, copiers and FAX.

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TYPICAL WORKING CONDITION

Work is performed in an office; and outside including travels to client's residents or other locations; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Socio-economic conditions and trends.
- Principles of individual and group behavior.
- Current issues in the field of social welfare.
- Problem-solving methodologies.
- Public welfare programs and the Federal, State and local levels.
- The general principles of public assistance policies and programs.
- Principles and techniques of interviewing and recording of social casework.
- Laws, rules, and regulations governing the operation of a public welfare agency.
- Community organizations and social problems requiring the use of public and private community resources.
- Basic principles involved in the development and implementation of personality and in-group processes.
- Current problems and methodology in the field of public social services.

Ability to:

- Understand and carry out Department programs, policies, and procedures.
- Obtain facts and analyze information, drawing sound conclusions.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Communicate effectively, both orally and in writing.
- Establish and maintain client rapport on an individual basis.
- Analyze situations and adopt effective courses of action.
- Demonstrate skills in interviewing people, making interpretations and recording information.
- Work in a stressful environment.
- Maintain the confidentiality of case records.
- Effectively represent the Social Services Department in contacts with clients, the public, the courts, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.

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Training and Experience:

Qualifications needed for the Range A:

Two (2) years of experience (comparable to a Merit Systems Social Worker III with Plumas County) working in child or adult welfare services Programs

AND

Equivalent to graduation from college including successful completion of 30 college semester units in Social Welfare, Sociology, Social/Human Services or other behavioral sciences.

Social Worker Seniors shall be appointed to this range who does not meet the criteria for Range B.

OR

Qualifications needed for Range B:

Possession of a Master's degree in social work from an accredited college or university,

OR

a Master's degree from a two-year counseling program from an accredited college or university.

Special Requirements: Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

Employees in this classification may be required to work holidays, weekends, and evenings. Some travel may be required.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.