

## **SOCIAL SERVICE WORKER IV**

### **Definition:**

Under direction, manage a social service caseload of a complex nature, often on an emergency basis, for the purpose of assessing problems and determining types and methods of social service intervention.

### **Distinguishing Characteristics**

This is the first level requiring advanced educational training in the flexible classification of Social Service Worker I/II/III/IV/V. Assignments to this level requires completion of a Master's degree. Social Service Worker IV's may be assigned to a geographic or functional area where supervision may not be immediately available. This classification is distinguished from Social Service Worker III by the specialty of the work assigned, and by the greater complexity and scope of treatment plans prepared, requiring advanced educational training. This classification is distinguished from Social Service Worker V by the greater amount of direction and assistance received in performing work. Promotion to Social Service Worker V is considered on a merit basis, subject to recommendation of the Department Head, and approval by the Director of Personnel.

### **Essential Functions:**

- Responds to reports of abuse requiring immediate investigation; travels to and locates individuals and families in the field, often under time constraints and stressful conditions.
- Conducts forensic interviews.
- Visits individuals and families in their residence to assess suitability of living conditions and capabilities of parents and/or caretakers; evaluates the presence and level of risk to individuals and families; makes decision to remove individuals and families from unsuitable conditions according to legal guidelines and restrictions.
- Transports individuals and families to protective facilities, to appear in court, for scheduled appointments or visitation, and other purposes.
- Provides information and referral to other services available from government agencies and community-based organizations; explains the requirements and procedures for public assistance; may act as intermediary with other service providers.
- Evaluates personal and psychological factors in individual and family situations.
- Utilizes a systems or person-in-environment approach to assessment of family difficulties.
- Under direction, undertakes intensive long or short-term treatment plans which require comprehensive professional knowledge with the goal of improving or restoring family functioning.
- Monitors, evaluates, and implements case plans and, if applicable, compliance with court orders.
- Facilitates groups, requiring comprehensive professional knowledge, with the aim of improving individual or family functioning.

- Participates in research studies related to services provided.
- Assists with recruitment of foster parents and adoptive homes.
- Supports foster and adoptive parents, collateral agencies, and Jamison staff in meeting the needs of children in their care.
- Evaluates suitability of adoption placements.
- Participates in community planning for the protection and care of children, and to identify potentially harmful influences to children.
- Interprets social service rules, regulations and policies to individuals and families.
- Provides casework consultation to staff members without advanced training.
- Provides consultation to and assists in the professional development of social service staff.
- Conducts training.
- Oversees field placements of interns in graduate programs.
- Prepares legal documents, court reports, statistical and/or other types of reports.
- Maintains records, inputs data and retrieves information from case management computer systems.
- Prepares correspondence.
- Acts as lead worker in an assigned unit.
- Administers drug tests (witness urine samples given by clients).
- Conducts training presentations in specialized areas of expertise for staff and community.
- Performs other job-related duties as required.

**Employment Standards:**

Completion of a Master's degree in Social Work from an accredited college or university, which includes an internship.

OR

A Master's degree from an accredited college or university in a Counseling program emphasizing Marriage, Family and Child Counseling or Marriage and Family Therapy, Gerontology, Clinical Psychology, Sociology, Counseling and Personnel Services, or a closely related discipline is permitted with the following stipulations:

The Master's degree program included an internship or supervised field work, AND completion of one (1) year of social service work experience.

Qualifying case management/work experience must include: responsibility for a long term caseload, development of service/treatment plans; monitoring compliance through home calls, field calls and other personal contact; modification of treatment plans as needed/required; and authority to impose/recommend sanctions for non-compliance, impacting benefits or services (i.e. case closures, terminate benefits and or program participation).

Possession of a Class C California driver's license is required upon appointment. Incumbents must have the ability to travel to designated locations.

Some Departments may require a Certification of Typing/Keyboarding speed of 25 net words per minute.

Positions assigned to Kern Medical Center require possession and maintenance of a current American Heart Association Healthcare Provider Basic Life Support (BLS) card. Appointees not possessing the BLS card must successfully complete appropriate training and qualify for the BLS card within 60 days of appointment.

Appointees are subject to fingerprinting for the purpose of a criminal record check as authorized by Section 16501 of the California Welfare and Institutions Code and Section 11105.3 of the California Penal Code.

**Knowledge of:** Socioeconomic conditions and trends; physical and mental illnesses and their impact upon personality; aging process (if applicable); patterns of stability affecting individuals and families and barriers to self-sufficiency (such as, drug abuse, unemployment, domestic abuse, and other conditions); human development and indicators of maltreatment; individual and group behavior and family relationships; cultural and socioeconomic factors and influences affecting delivery of social services; defense mechanism; techniques of interviewing, diagnostic assessment, and various counseling modalities; person-in environments/systems theory; transference and boundary-setting; professional ethics; laws, rules and regulations regarding the delivery of social services; other available public and private community social services resources; social casework objectives, principles, and methods; effective public speaking and public relations methods; professional ethics.

**Ability to:** Identify and assess conditions of individuals and families; obtain facts and recognize the relevant and significant dynamics of individuals and families; assess levels of risk in individuals and families, and act appropriately; apply the laws, rules and regulations governing a public social service agency to specific situations; design and implement effective treatment plans; effectively identify and utilize other community resources; establish and maintain effective working relationships with individuals and families, co-workers, governmental officials, and community representatives; coach, mentor, and advocate for individuals and families; establish and build relationships in the community and with internal and external partner agencies; travel and locate individuals, families, and resources in the community; demonstrate ethical standards of behavior; apply education and experience in developing skills in interviewing and case recording, assessment, and overall caseload management; work independently and utilize supervision when needed in achieving agency goals; respect and maintain confidentiality; follow courtroom protocol, project appropriate courtroom demeanor; prepare and deliver effective presentations; use computers and other technological devices in the scope of work; prepare clear, accurate, and comprehensive case records; communicate effectively both orally and in writing.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

Revised  
December 2008  
#3655  
Js3655