

SOCIAL WORKER I

Nature of Work

Under general supervision, performs professional social work at the entry level in the role of case manager for a group of social services clients. Responsibility includes initial assessment of social service needs, eligibility determination, arrangement for service delivery and continuous monitoring of client status. Responsible for administrative and reporting requirements. Performs related work as required.

Distinguishing Characteristics

The Social Worker I provides entry level social work services to clients, within well-defined procedures.

Examples of Work

Evaluates client background, previous treatment and referral records to prepare specific treatment or service plan and to make referral recommendations.

Periodically reviews client progress records to modify treatment recommendations, or discuss problems with staff and ensure compliance with treatment policy and regulations.

Interviews client; asks questions and records information on personal and social history, family situation, previous treatment or training, health condition, and interests; reviews existing records to supplement interview data.

Discusses client needs and problems with family members and health professionals and/or local referral organizations such as mental health centers to refine relevant psychological history information.

Provides day-to-day assistance to client in such areas as family contacts, phone calls, bill paying and personal or financial service arrangements.

Reads and learns policies and case management procedures of the facility and agency; participates in education and staff development programs.

Counsels clients individually or in groups in problem resolution and use of available resources; acts as advocate for client in seeking health, financial and rehabilitative services.

Participates in treatment or service planning sessions.

Compiles information for various reports; completes forms and prepares correspondence or internal transmittals related to social work referrals and client program participation.

May coordinate necessary community referrals for discharge planning.

May transport and/or supervise clients during off-site visits, services or at special events.

Knowledge, Skills, and Abilities

Knowledge of federal and state laws and regulations relating to social problems.

Knowledge of community resources available for utilization in the welfare field.

Ability to establish satisfactory working relationships with clients and their families, agency personnel, public officials, and private citizens.

Ability to obtain information and prepare an accurate written report.

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SOCIAL WORKER I (CONT'D)

Minimum Qualifications

Training: Bachelor's degree in Social Work from an accredited college or university.

Substitution: Bachelor's degree in Sociology, Psychology, Counseling, Criminal Justice, Behavioral Science, Interpersonal Communications, Human Services, Education, Special Education, Elementary Education, or Secondary Education from an accredited college or university may be substituted for the degree in Social Work **OR** current West Virginia Social Work License.

Special Requirement: Eligible for Temporary Social Work License **OR** Licensed as a Social Worker, Graduate Social Worker, or Certified Social Worker by the West Virginia Board of Social Work Examiners.

For Bureau for Children and Families

Training: Bachelor's degree from an accredited college or university.

Substitution: Current West Virginia Social Work License.

Established: 08/20/1992

Revised: 10/05/2000; 02/01/2001; 06/12/2015; 01/06/2016

Effective: 01/06/2016