

SOCIAL SERVICE WORKER III

Nature of Work

Under general supervision, performs advanced level professional social service work in providing services to the public in one or multiple program areas. Work requires the use of a personal automobile for local travel. Employee is subject to on-call status during non-business hours. May be required to deal with situations which are potentially dangerous to client and worker. Performs related work as required.

Distinguishing Characteristics

All three levels of Social Service Worker provide professional social services to the public. The Social Service Worker III provides these services in one or more of the following areas: foster care, emergency shelter care, youth services, community juvenile delinquency, single adolescent parent, adoption, Hartley program, Medley program, Medical Waiver Project, licensing specialist or other services at this level. This class may also be used for positions in certain geographic areas performing professional social work in a variety of program areas such as day care, generic social services, foster care and protective services, and differs from the generic Social Service Worker II in that the positions involve a significant, but not predominant, amount of protective services work.

Examples of Work

Maintains a caseload for programs and services at this level.

Prepares social assessment of client circumstances.

Interacts with a variety of professional practitioners in the areas of social work, mental health, developmental disabilities, education, juvenile delinquency, and counseling and guidance to assess client's needs and provide appropriate services.

Develops client service plan designed to accomplish habilitation and rehabilitation of the client and to provide social services to assist client in attaining social, educational and vocational goals.

Cooperates with the court system for foster care, adoption, juvenile delinquency and Medley program services by preparing social assessments and recommending actions to accomplish goals.

Locates and evaluates providers for foster care, adoption, emergency shelter care and Medley home services; counsels and trains providers in effectively providing required services; conducts periodic evaluations of facilities and services.

Counsels clients/families in achieving goals of client service plan.

Counsels youth to correct delinquent and socially unacceptable behavior; prepares probation plans for juvenile offenders; monitors progress of probationers under the court supervision. Speaks before educational and community organizations and groups regarding services available and to develop community resources.

Writes reports on case findings and summaries of client social and financial circumstances.

SOCIAL SERVICE WORKER III (CONT'D)

Knowledge, Skills, and Abilities

Knowledge of theories and practices in social work.

Knowledge of federal and state laws, regulations and programs in social services.

Knowledge of emotional states and their behavioral indicators.

Ability to assess social, educational and economic circumstances of clients to determine need for social services.

Ability to develop client service plan to habilitate and rehabilitate client and assist client in attaining social, educational and vocational goals.

Ability to evaluate social service providers according to established guidelines.

Ability to work effectively with other professionals and social service agencies in providing social services.

Ability to counsel people in favor of specific actions, changes in attitude or insights.

Ability to maintain records, prepare reports and correspondence related to the work.

Ability to communicate with others, both orally and in writing.

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.

Promotion Only: In addition to the Special Requirement, four years of full-time or equivalent part-time paid experience as a Social Service Worker or three years of full-time or equivalent part-time paid experience as a Protective Service Worker, Protective Service Worker Trainee, Family Support Specialist or Family Support Supervisor.

For Bureau for Children and Families

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

Substitution: Current West Virginia Social Work License.

Promotion Only: Four years of full-time or equivalent part-time paid experience as a Social Service Worker or three years of full-time or equivalent part-time paid experience as a Protective Service Worker, Protective Service Worker Trainee, Family Support Specialist or Family Support Supervisor.

Established: 08/20/1992

Revised: 02/05/1993; 03/06/1996; 10/05/2000; 02/01/2001; 06/12/2015; 01/06/2016

Effective: 01/06/2016