

SOCIAL WORKER

CODES/PAY GRADE

Class Code: 2715

EEO Code: B

Pay Grade: 120

MAJOR FUNCTION

Specialized social work in the County Community Services or the Sheriff's Office Victim's Advocate Program.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

COMMUNITY SERVICES

Screens and interviews applicants for County emergency services.

Evaluates income, family status and related information. Makes proper disposition or referral of case, on basis of eligibility. Counsels with applicants for assistance to determine eligibility under existing laws and regulations.

May occasionally make home visitations.

Performs casework services directed toward the returning of participants to self-support and self-care.

Acts in a liaison capacity with medical personnel. Interprets policies. Consults with and makes referrals to specialists as may be necessary. Advises clients on a wide variety of social and financial problems arising in conjunction with available social services.

Confers with supervisors on difficult assignments. Prepares reports with correspondence on assigned cases and maintains related status records.

Performs related work as required.

SHERIFF'S OFFICE

May serve as a Victim Advocate in the Sheriff's Office to deliver information and counseling to victims of crime. Responds to calls for service 24 hours/7 days per week. Provides assistance to law enforcement officers at crime scenes.

(Social Worker continued)

Recruits, selects, trains, schedules and directs volunteer Victim Advocates within assigned district. Evaluates reports and performance of volunteers.

Compiles and maintains program records and reports. Ensures compliance with statutes and grant conditions. Interfaces with the State Attorney's Office on sexual assault and sexual battery cases.

Reports to program Sergeant. Confers with chain of command on operational matters including difficult or sensitive cases.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of social work and the recognized casework methods and techniques. Knowledge of applicable laws, rules, and regulations relating to providing public assistance and medical care.

Ability to achieve rapport and to establish effective relationships with applicants, victims, law enforcement officers/agency staff, their relatives, and other interested persons.

Ability to conduct correspondence and to prepare and submit comprehensive reports.

Ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS

Bachelor's in Social Work, Sociology or related field. One (1) year of experience in social work or related area. Experience in social service office, health office, or hospital preferred.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Environmental Demands: Inside work. Sheriff's Office: Routine exposure to crime scenes, which may entail exposure to blood, bodily fluids, odors and fumes.

Physical Demands: Sedentary work. Ability to see, talk; finger dexterity. Sheriff's Office: May require ability to traverse undeveloped areas for access to crime victims.

Mental Demands: Ability to read and comprehend instructions, manuals, reports, memos, and letters. Ability to perform basic mathematical computations. Ability to apply rules, policy, and procedures to real life situations. Ability to speak clearly and concisely. Ability to complete forms. Ability to write letters, summaries, etc detailing information and data.

Revised 02/01