

Washington State Department of Personnel
Class Specification

SOCIAL WORKER 1

3510

Definition:

Within the Department of Social and Health Services, is the entry level trainee classification for the professional social services series in either Aging and Adult Services, Children and Family Services, or Economic and Medical Services. The clients served may be children or families in which risk of child abuse or neglect are minimal, or adults with disabilities resulting from varying degrees of incapacity, or vocational, social, cultural or health impairments that hinder economic or residential independence. All positions at this level receive close, detailed supervision.

Distinguishing Characteristics:

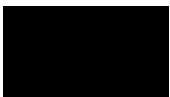
Employees allocated to this classification receive extensive and advanced level on- and off-site structured training, both generic and division specific. In the first six months, cases are not assigned to this classification. When cases are assigned, they are pre-screened, closely supervised, and limited in number and complexity. As a component of their training program, incumbents shall assist professional level staff with cases that will enable them to experience a full range of division specific service functions. Employees remain in this classification for 18 months and then automatically promote to the Social Worker 2.

IN AGING AND ADULT SERVICES:

- Receive training in:
- -assessment
- -licensing activities
- -protective services
- -community placement
- -information and referral
- -social support services
- -case management

IN CHILDREN AND FAMILY SERVICES:

- Receive training in:
- -risk assessment
- -licensing activities



- -protective services
- -information and referral
- -case monitoring

IN ECONOMIC AND MEDICAL SERVICES:

- Receive training in:
- -assessment of employability
- -information and referral
- -medical treatment
- -vocational training
- -social support services

Typical Work:

Under close supervision, experience/perform the full range of specific service functions, such as: interviewing children, parents, and others; case assessment, formulation and implementation of service plans; legal intervention;

Participates in staff conferences and required in-service training that is program area specific, department wide, or between agencies;

Participates in in-house case staffings;

Participates in multidisciplinary team/multi-agency staffings;

Studies and applies principles and techniques of casework;

Interviews families/individuals for basic information relating to social history;

Identifies economic, social, cultural, physical, and environmental factors which support or limit family or individual functioning;

Implements and monitors appropriate service objectives or treatment plans;

Coordinates with appropriate intra- and inter-agency organizations to meet service goals or treatment plan objectives;

Identifies needs requiring services and enables clients to resolve needs through referral to appropriate resources;

Explains department policies and provisions of the law to families, individuals, and members of the community;

Develops and maintains case records relative to client needs, and steps taken to alleviate those needs utilizing prescribed agency forms and reports;

Performs other related work as required.

Knowledge and Abilities:

Knowledge of: goals and objectives of services to adults and children; child welfare social services; laws, rules and regulations in the field of public welfare/child welfare; social casework principles and practices; social and economic conditions which affect the work of a public social service agency; interviewing techniques; social problems which call for the use of public and private community resources; principles of individual and social development, vocational counseling, and psychology; medical terminology and services; job training and educational resources; community resources.

Ability to: learn and act upon new information; work cooperatively with individuals and groups and be able to coordinate service plans with other social service agencies; exercise mature and sound judgment in problem solving and the decision making process; organize own work; present material effectively in written and oral form; properly and accurately document activities, paperflow; identify economic, social, cultural, physical and environmental factors which support or limit family or individual functioning; learn and apply principles of psycho-social casework.

Legal Requirement(s):

There may be instances where individual positions must have additional licenses or certification. It is the employer's responsibility to ensure the appropriate licenses/certifications are obtained for each position.

Desirable Qualifications:

A Master's degree in social services, human services, behavioral sciences, or an allied field.

OR

A Bachelor's degree in social services, human services, behavioral sciences, or an allied field and one year of social service experience.

Note: Employees must successfully complete the formal training course sponsored by their division within eighteen months of their appointment.

Equivalent education/experience.

Class Specification History:

New class: 8-1-88

Revised minimum qualifications: 1-12-90

Revised minimum qualifications: 6-15-90

Revised new class code: (formerly 35200) effective July 1, 2007