

Washington State Department of Personnel  
**Class Specification**

**SOCIAL WORKER 4**

351R

**Definition:**

Within the Department of Social and Health Services, functions as the first line supervisor of a unit of Social Workers in Aging and Adult Services, Children and Family Services, or Economic and Medical Services.

**Typical Work:**

Assigns, prioritizes, and reviews work assignments to a unit of Social Workers; provides consultation and direction in the handling of those cases; delegates duties to subordinate staff as appropriate; schedules unit staff to ensure maximum service to clients, while meeting staff needs;

Hires and trains new and existing professional staff in the law, policies and procedures governing their job assignments; arranges for formal agency training related to specific job assignments and career development planning; trains staff in gathering accurate and complete information, organizing information, and case decision making;

Sets expectations for performance of line staff; prepares written performance evaluations for staff utilizing the current Performance Evaluation system; initiates corrective or disciplinary action if necessary;

Prepares written and oral reports, documentation, inter-, and intra-agency communications regarding program areas supervised;

Performs liaison educational and program expert functions between the agency and community social services, educational, law enforcement, medical and judicial agencies and institutions;

Conducts case staffings, unit meetings and participates in multi-disciplinary teams;

Seeks resolution of problems and conflicts both internal and external at the lowest possible level;

Implements and interprets policy and procedure at the case level;

Reviews levels of risk in cases of alleged abuse or neglect of children and ensures that levels of agency intervention match levels of assessed risk to children and consider permanency needs;



Reviews and monitors decisions related to the placement of children into agency alternative care;

Assists staff to understand their professional responsibility and to carry out agency policy and comply with the laws which govern children's services;

Develops resources directly associated with program area;

Approves or denies staff requests for expenditures of appropriate funds in exceptional case plans;

Performs other duties as assigned.

**Knowledge and Abilities:**

Knowledge of: the current State system for the delivery of services to the aged, adults, children, and/or families; the Federal and State laws, policies and directives governing services to vulnerable adults, children and families; management and supervisory theory and practice; theory and practice of social work; community resources; the personnel system; principles of interviewing.

Ability to: teach and train staff; manage a large volume of work; supervise staff; communicate with other agencies and community groups; communicate up and down the chain of command and develop and maintain effective working relationships with a wide range and level of staff; evaluate job performance; interview job applicants; make professional judgments.

**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:**

Two years of experience as a Social Worker 3 since July 1, 1988.

OR

Four years of experience as a Social Worker 2 since July 1, 1988.

OR

A Master's degree in social services, human services, behavioral sciences, or an allied field and four years of paid social service experience equivalent to a Social Worker 2.

OR

A Bachelor's degree in social services, human services, behavioral sciences, or an allied field, and six years of paid social service experience performing functions equivalent to a Social Worker 2.

NOTE: A two year Master's degree in one of the above fields that included a practicum may be substituted for one year of paid social service experience.

NOTE: Employees must successfully complete the formal training course sponsored by their division within one year of their appointment.

NOTE: Equivalent social service experience would include the previous classes of Caseworker 3 or higher.

OR

FOR PROMOTION ONLY: A Bachelor's degree and six years of experience as a Caseworker 3, Social Worker 1A or B, Social Worker 2, Casework Supervisor Trainee, Casework Supervisor, Juvenile Rehabilitation Supervisor 1 or 2, or Juvenile Rehabilitation Counselor 2 or 3 in state service or a Community Service Program Manager in Children and Family Services providing training to foster parents and social workers.

**Class Specification History:**

New class: 8-1-88

Revises minimum qualifications: 10-14-88 (emergency basis; permanent basis 12-9-88)

Revises minimum qualifications: 1-12-90

Revises minimum qualifications: 6-15-93

New class code: (formerly 35230) effective July 1, 2007