

Washington State Department of Personnel
Class Specification

~~SOCIAL WORKER 4~~
SOCIAL SERVICE CASE WORKER 5
351R

FINAL DRAFT
05/08/08 - DOP

Class Series Concept: See Social Service Case Worker 1.

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.~~

1) Functions as the first-line supervisor for staff providing social services and/or a foster care licensor unit; OR 2) Plans, develops, and conducts utilization reviews and mental retardation program functions within Residential Habilitation Centers and Title XIX utilization control for Intermediate Care Facilities for the Mentally Retarded (ICF/MR).

Typical Work:

Assigns, prioritizes, and reviews work assignments to a unit of Social Service Case 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;~~

Implements, evaluates, and supervises major mental retardation, habilitation, and training components of the Title XIX utilization control program in a region and neighboring state ICF/MR institutions;

Reviews individual records, interviews residents, observes training and habilitation program; consults with facility staff to assess training and care of residents as recorded in individual habilitation plans as needed by the client within the ICF/MR facilities;

Reviews levels of risk in cases of alleged abuse or neglect of children or vulnerable adults 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 related 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; resource management for people with developmental disabilities and their families, 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: supervise, teach, and train staff; manage a large volume of work; 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.~~

A Bachelor's degree or higher in social services or an allied field and two years as a Social Service Case Worker 3.

~~OR~~

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

OR

~~A Bachelor's degree in social services, human services, behavioral sciences, or an allied field and six~~ three ~~years of paid social service experience performing functions equivalent to a Social Worker 2~~ Social Service Case Worker 3.

OR

~~A Master's degree in social services, human services, behavioral sciences, or an allied field and four~~ two ~~years of paid social service experience equivalent to a Social Worker 2~~ Social Service Case Worker 3.

~~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.~~

NOTES:

1. A Master's-level internship or practicum will substitute for one year of paid social service experience.
2. Some positions may require specialized experience.
3. Education must be accredited and recognized through the U.S. Department of Education's Office of Post-Secondary Education or the Council for Higher Education Accreditation.
4. Candidates must be willing to undergo and pass a background check as deemed necessary by the employer.

Class Specification History

New class (Social Worker 4): 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

Revises title, definition, distinguishing characteristics, and adds Class Series Concept:

This revision also incorporates the functions for the Developmental Disabilities Case Resource Supervisor (351W) and DD Administrator 1 (351X) into the Social Worker 4, re-titled as Social Service Case Worker 5. Adopted TBA; effective TBA