

CLASSIFICATION: SOCIAL WORKER II

Class Code: 8362-18

Date Established: 06-27-69

Occupational Code: 7-7-7

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To implement counseling, referral and social support services for clients in a variety of psychological, social and medical settings.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Develops and implements a plan for intervention based on assessment of client need for agency services.
- Provides individualized counseling services to assist clients in using community resources to meet social, medical, educational, vocational, financial and housing needs.
- Provides medical social services, stimulating and assisting clients to obtain preventive and remedial medical care.
- Locates suitable housing or institutional care based on the needs and prognosis of the client.
- Encourages and assists handicapped and disabled clients to make maximum use of rehabilitation resources to restore maximum capacity for self-support and self-care.
- Documents evidence to support court petitions, prepares clients for testifying in court, and gives direct testimony as required.
- Maintains case records and prepares reports of work accomplished.
- Exercises partial supervision over and monitors activities of subordinate social workers as assigned.

DISTINGUISHING FACTORS:

Skill: Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling, and reporting data according to established procedures OR in operating complex machines.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires summarizing data, preparing reports, and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in social work, psychology, education, human services, sociology, cultural anthropology, or behavioral science;

OR

Bachelor's degree in any subject field with at least twenty-four (24) credit hours in one of the above-listed major studies.

Experience: Two years' experience as a Social Worker or one year as a Social Worker Trainee and one year as a Social Worker I.

License/Certification: Valid New Hampshire driver's license and/or have access to transportation for statewide travel.

RECOMMENDED WORK TRAITS: Knowledge of the principles and methods of social work and availability and use of community resources. Knowledge of involved psychological and environmental problems arising in connection with case work. Ability to exercise good judgment in evaluating situations and in making decisions. Ability to write case histories and related reports. Ability to interpret departmental policy, procedures and objectives. Ability to communicate effectively. Ability to establish and maintain effective working relationships with representatives of other social agencies, institution officials, the public and clients. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.