

CLASSIFICATION: Social Worker III

Class Code: 8363-19

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 and monitor counseling, referral and social support services for clients to interact with social work professionals in a variety of psychological, social and medical settings.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Carries specialized or selected caseload of complex cases involving establishment of a therapeutic relationship with clients.
- Assesses applicants to identify those clients in need of agency services; develops and coordinates service plan with clients.
- Provides medical social services, empowering and assisting clients to obtain preventive and remedial medical care and treatment.
- Arranges suitable housing or institutional care for clients as needed.
- Encourages and assists handicapped and disabled clients to make maximum use of rehabilitation resources to restore maximum capacity for self-support and self-care.
- Researches and prepares court evidence or documents and corresponding witness testimony to support court cases.
- Maintains case records and prepares reports of work accomplished, including client utilization of social services.
- Supervises subordinate Social Workers and clerical staff 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 direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

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 plus an additional twelve (12) hours of graduate study in social work, psychology, or human services;

OR

Bachelor's degree in any subject field with at least twenty-four (24) credit hours in social work, psychology, education, human services, sociology, cultural anthropology, or behavioral science plus an additional twelve (12) hours of graduate study in social work, psychology or human services.

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 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

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