

**CLASS TITLE:****SOCIAL CASEWORKER****Class Code: 02820200****Pay Grade: 22A****EO: B****CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform social case work providing social service in one of these fields: public assistance, or child welfare, or soldiers' welfare, or in medical or psychiatric social work programs, or health, or correctional programs and to work in collaboration with others as a member of a diagnostic or therapeutic team; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general and occasional close supervision of a superior in the field to which assigned; work is reviewed in process and upon completion in conference with the superior for conformance to agency or institutional policy and accepted professional case work standards of performance.

**SUPERVISION EXERCISED:** Usually none.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform social case work providing services in a public assistance program involving the determination of initial and continuing eligibility for old age assistance, aid to dependent children, aid to the blind, aid to the disabled, soldiers' welfare and general public assistance; when eligibility has been established to recommend money payments required to assist individuals and family units to meet current and continuing needs; to assist individuals and families in making maximum use of their own resources, and when needed community resources such as medical, dental, recreational, educational and other facilities both private and public; to assist in the periodic case review and reevaluation to determine continuance, readjustment or discontinuance of recipient's public assistance grant; or

To perform social case work providing services to children in and away from home in matters of: family budgeting; assistance in securing economic aid and employment; arranging for medical and dental care; guidance in child care and home management; consultation in educational, vocational and leisure time activity problems; and securing psychological and psychiatric advice; the use of all types of foster home care and provision of assistance to children in their adjustment to the home, school and community; the periodic reevaluation of the need for foster home care for children and continuous planning and case work services to families of these children; the investigation of adoption and child marriages and recommendations as to their advisability; provision of assistance to unmarried mothers and their children; provision of protective services on behalf of neglected, abused, or exploited children; cooperation with the Family Court and other public and voluntary agencies in the protection and care of children; or

To perform social case work providing services in a hospital, psychiatric or intellectual and developmental disability clinic or institution, or in a correctional institution; to assist in family and community care programs which involve placement of patients in homes other than their own; to assist in the maintenance of social service programs within an institution; to assist in providing case work services to the mentally ill and people with an intellectual and developmental disability; to collaborate as a member of a diagnostic and therapeutic team in a psychiatric social work program to effectuate the recovery of patients; or

To perform social case work, under supervision, providing service in a medical social work program on behalf of patients in a hospital or institution, diagnostic clinic, in the community, and in the home; to obtain social data from patients, their families, and other groups; to arrange for medical treatment and give follow-up care based on physicians clinical and non-clinical recommendations; to assist in a program involving the interpretation of the social factors to the physician, the medical social problem to professional associates within or outside the hospital, and the medical problem to the patient and his

family; as directed, to perform special services such as are related to care and adjustment of the physically or mentally sick, the provision for the chronically sick and disabled, the arrangement and management of convalescence, social case work with the physically handicapped, the protection of individuals and groups against community disease, promotion of hygiene and sanitation.

To maintain adequate case records, make reports as requested and to handle correspondence as directed.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS AND CAPACITIES:** A working knowledge of social case work principles, practices and techniques; a working knowledge of individual emotional and behavioral patterns, as well as social and economic factors that contribute to personal maladjustment and dependency; a familiarity with community resources and how to use them effectively; the ability to apply social case work practices and techniques; the ability to work effectively with people and aid them to grow in the constructive utilization of their capabilities and in adjusting to their specific problems; the ability to establish and maintain effective working relationships with public assistance recipients, children, other public and private agencies, supervisors and associates, the community and the public; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Possession of a Bachelor's Degree from an accredited institution of higher education with specialization in Sociology, or Psychology, Social Work or Child Development or Vocational Guidance.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: June 9, 1974

Editorial Review: March 15, 2003

Class Revised: May 12, 2019