

CLASS TITLE: SOCIAL SERVICE ANALYST

Class Code: 02822100
Pay Grade: 27A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department for Children and Their Families, to review and assess case plans and case records of direct care staff by conducting case plan review meetings involving all parties involved in the case; to serve as an independent neutral party and provide written comments as to the feasibility of identified goals, objectives and time frames; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a supervisor from whom work assignments are received; work is reviewed in process and upon completion for conformance to departmental policy and procedure, federal and state regulations, and professional standards of performance.

SUPERVISION EXERCISED: Usually none. As required, may supervise the work of clerical employees assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department for Children and Their Families, to review and assess case plans and care records of direct care staff by conducting case plan review meetings involving all parties involved in the case; to service as an independent neutral party and provide written comments as to the feasibility of identified goals, objectives and time frames.

To review individual case plans and case records for progress on implementation and adherence to specific goals and objectives.

To ensure the case plans are consistent with departmental policies, procedures, goals and objectives.

To chair case plan review meetings as a neutral party.

To provide objective and independent consultation to conference participants.

To make recommendations for areas of suggested modifications and improvements on case plans.

As appropriate, to maintain statistical data relative to service deficiency in order to facilitate plans of generic corrective action.

To provide appropriate written follow-up on case plans.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of social casework principles, practices, and techniques; a thorough knowledge of the Department for Children and Their Families and its programs, objectives, policies, procedures, resources and capabilities; a working knowledge of the provisions of federal and state laws relating to the provision of services to children to ensure their protection and permanent planning; the ability to establish and maintain effective working relationships with social service staff and clients; the ability to evaluate the elements of social study, the needs of the individual child and his/her family and their motivation, and to make reports regarding that evaluation; the ability to perform as neutral reviewer and to chair the formal review process; the ability to prepare clear and concise written reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from an accredited school of higher learning, possessing a Master's Degree in Social Work or one of the behavioral sciences; and

Experience: Such as may have been gained through: considerable experience as a social worker in a public or private agency dealing with the provision of services and planning for children, youth , and their families.

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

Class Created: October 7, 1990

Editorial Review: 3/15/03