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| Position Title: | Social Worker | Job Code: | 4802 |
| Reports To: | Director | Job Group: | SNE |
| Department: | North Campus Preschool Lab | Salary Grade: | 9 |
| Prepared By/Date: | Jennifer C. Brito/4-30-2009 | FLSA Status: | Non-Exempt |
| Approved By/Date: | Patricia Earle/4-30-2009 | | |
| Revised: | | | |

Summary:

The Social Worker is responsible for a variety of tasks which include interviewing and screening, record keeping, activity reports and other assigned duties. Work requires the use of some initiative and judgment in cooperating with various professional employees and the public.

Essential Duties and Responsibilities:

- Makes visits to homes of Head Start families for assisting them with social service needs, including those related to development of Head Start children.
- Discusses welfare of children with parents and endeavors to learn what problems may be affecting a child's learning and attendance patterns.
- Discusses various needs with parents and assists families in obtaining medical attention for children, securing financial assistance in emergencies, making application for food stamps, obtaining employment or related assistance.
- Records information on client case reports and follow-up contacts; refers patients to nursing homes, welfare department or other sources of assistance; processes requests for medical equipment, food and clothing.
- Maintains records of interviews with individuals and families, and assists professional counselors by obtaining information for the understanding of economic, social, psychological, medical, and environmental problems relating to clients.
- Reviews individual and family problems through intake interviewing; makes determination for possible alternative solutions to problems.
- Provides transportation to other agencies as necessary; completes workload or activity reports as assigned.
- Attends meetings and in-service training sessions as required.
- Performs related work as required.

Knowledge, Skills and Abilities:

- Knowledge of basic interviewing techniques and record keeping.
- Knowledge of welfare assistance programs and community resources in provision of health care.
- Ability to develop and maintain cooperative and effective relationships with individuals contacted.
- Ability to search for and compile data from files and other sources applicable to the topic of concern.
- Ability to use good judgment in the application of various procedures and regulations pertinent to the area of assignment.
- Ability to express ideas clearly and to communicate effectively, verbally, and in writing.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associate’s degree in Social Work and a minimum of two (2) years of experience in a related field.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name