

## SOCIAL WORKER I

### NATURE AND VARIETY OF WORK

This is entry level professional social service work performed to address the mental health/psychiatric/psychosocial needs of target populations (e.g., infants, youth, adults, seniors) using the social work care process of assessment, planning, and implementation. Incumbents provide a variety of professional social work care services to a diverse range of clients, patients, families and groups from diverse cultural backgrounds. Such services promote psychosocial awareness and the general welfare of target populations. Incumbents experience frequent contact with social service personnel and other allied service individuals in order to coordinate and provide comprehensive mental health/psychiatric/ psychosocial care programs and services to the public. Work assignments are performed in a variety of community settings (e.g., home, clinic, school, office, etc.) and may expose employee to infections or contagious diseases. Work assignments are performed within the framework of social work professional standards and other established policies and procedures. Work is performed under the close supervision of a higher level professional social worker and evaluated through observation, records review and employee/ management conferences.

Upon satisfactory completion of a one (1) year probationary period, entry-level incumbents may be non-competitively promoted to the II full performance level at management's discretion.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Assesses the social work/mental health/psychiatric care needs/requirements of target populations (e.g. infants, youth, adults, seniors).

Develops a comprehensive psychotherapy care plan for clients/ patients.

Implements/adjusts a comprehensive psychotherapy care plan for clients/patients.

Evaluates the status/condition/progress of target populations.

Conducts research/studies of target populations.

Provides both short and long range therapeutic counseling to patients.

Makes visits to clients/patients in their home/clinic to address their needs.

Participates in meetings/workshops/training/conferences.

Maintains accurate, complete and retrievable charts/records/ data/statistics/logs/files in order to document social work care provided.

Coordinates the provision of psychological/social services for clients/patients with other agencies.

Makes entries on a variety of documents (e.g., charts/logs/reports/forms/records/files, etc.)

Provides general/specific information to callers/clients in order to respond to calls/make proper referrals/provide required services.

Accesses automated/manual records in order to review/update the file.

Instructs individuals/groups (e.g., patients, families, teachers, etc., by demonstrating psychosocial care procedures.

Consults social work services and other personnel in order to discuss/share information/opinions regarding treatment plans, etc.

Alerts staff/supervisor/management of actual/potential facility operational problems.

Writes narrative reports in order to communicate ideas/information to service personnel/agencies/management.

Initiates appropriate action with target populations to gain compliance with established procedures and guidelines.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description but which are within the general occupational category and responsibility level of the employee's classification of work.

#### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of basic research methodology.

Knowledge of social work principles and methods.

Knowledge of individual and group behavior.

Knowledge of social, emotional and health needs of target populations.

Knowledge of available community resources for referral of clients/patients.

Ability to coordinate psychiatric or medical social service programs.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to analyze case information and to make sound decisions on the basis of such information.

Ability to provide therapeutic counseling.

Ability to establish and maintain effective working relationships with associates, clients/patients and their families.

Ability to prepare and maintain accurate and retrievable records.

Ability to instruct individuals/groups in psychosocial activities.

Ability to analyze and interpret program data.

Ability to prepare and submit management reports.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited college or university or equivalent program as determined by the Maryland State Board of Social Work Examiners with a Master's Degree in Social Work; or an equivalent combination of education and experience.

#### CONDITIONS OF EMPLOYMENT

Must become licensed as a Licensed Certified Social Worker (LCSW) certified by the Maryland State Board of Social Worker Examiners within one year.

Possession of a valid license to operate a motor vehicle when required for the performance of job-related duties at time of appointment.

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