



CLASS SPECIFICATION FOR:

Family Services Specialist I

General Statement of Duties:

Performs casework duties under general supervision; does related work as required.

Distinguishing Features of Class:

An incumbent in this class provides casework services to children, adults and/or families. An incumbent exercises independent judgment and initiative, provides casework services and is familiar with agency standards, policies, functions and community resources. The employee carries a full caseload and demonstrates the ability to make decisions independently with only supervisory conferences. The work is performed under established policies and standards. Additional duties and responsibilities may be assigned by the supervisor.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Investigates to determine the nature of services needed;
- Analyzes information received and makes decisions regarding treatment plans subject to final approval of the supervisor;
- Counsels parents regarding care and training of children individually or in groups, motivates individuals to self help, and arranges for medical care;
- Recruits, completes home studies, and supervises foster homes and adoptive homes;
- Supervises clients receiving services from the agency, making field visits to clients' residences, worksites and/or residential programs;
- Places and monitors progress of clients in court-ordered community service volunteer work;
- Counsels caregivers on problems of disturbed, delinquent and/or intellectually disabled persons;
- Handles active cases involving abuse or neglect of children and adults;
- Prepares reports and paperwork for and testifies in court cases;
- Studies adoptive homes and supervises adoptive placements;
- Performs crisis intervention and counseling as needed;
- Refers clients to other community resources and agencies for services as needed;
- Interprets program formally in conferences with other agencies and talks before groups and associations;
- Promotes community organizations and services in the interest of children and adults and gives leadership in this area;
- Keeps case records, prepares reports and compiles social histories;
- Attends institutes, meetings and conferences and participates in staff development activities to increase competence and stimulate new interests and ideas;
- Performs related work as assigned.

Required Knowledge, Skills and Abilities:

Knowledge of social work principles and practices; knowledge of human behavior; knowledge of current social, economic and health problems; appreciation for the desires, needs and rights of others; ability to gather and assess information; ability to make and implement case decisions; ability to work with clients with tolerance and objectivity; ability to understand and interpret regulations and laws; ability to plan and organize work; ability to secure the cooperation of others; ability to communicate effectively orally and in writing.

Minimum Education and Experience:

Education: Four (4) year degree in social work or other relevant field;

Experience: Field work experience or one (1) year of related work experience if four year degree is in related field;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

G.B.R.0027

Career Code:

Date of last Revision: 21-Feb-2013

NOTE: This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification and is not intended to describe and does not necessarily list the essential job functions for a specific position in a job classification.