



CLASS SPECIFICATION FOR:

Family Services Specialist II

General Statement of Duties:

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

Distinguishing Features of Class:

The incumbent in this class provides skilled casework services to children, adults and families in the foster care and/or adoption unit. The employee exercises independent judgment and initiative and is thoroughly familiar with agency standards, policies and functions as well as the full range of community resources. The incumbent works independently with minimal supervision and receives administrative direction and professional guidance from the Casework Supervisor.

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

- Recruits, conducts home studies and supervises foster homes and adoptive homes;
- Interviews clients and family members to gather data on their social, health, emotional and economic problems;
- Assesses client needs and develops and implements appropriate service plans;
- Performs crisis intervention and counseling as needed;
- Interprets programs to other community agencies and groups and assists in community education program and presentations;
- Refers clients to other community resources and agencies for services as needed and as appropriate;
- Participates in court proceedings as needed;
- Recruits, trains and monitors individual service providers such as companions, volunteers and day care attendants;
- Assists in training new staff or other department staff on new or changed policies and procedures;
- Performs related work as assigned.

Required Knowledge, Skills and Abilities:

Considerable knowledge of social work principles and practices; considerable knowledge of current social, economic and health concerns and problems, both globally and locally; good knowledge of individual and group behavior and of current literature and trends in the social work field; good knowledge of community resources available to meet client needs; ability to make independent judgments and to work with a minimum of supervision; ability to gather and successfully assess information for application real-life situations; ability to make and implement case decisions; ability to work with clients with tolerance and objectivity; ability to understand and interpret regulations and laws; skill in planning and organizing work; ability to secure the cooperation of others; ability to communicate effectively, orally and in writing.

Minimum Education and Experience:

Education: Master's degree in social work or other relevant social science field such as sociology, psychology or vocational rehabilitation;

Experience: And one (1) year of related social work experience if master's degree is in other relevant field;

OR: Possession of a bachelor's degree in social work and two (2) years of social work experience;

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.0028

Career Code:

Date of last Revision: 21-Feb-2013