



CLASS SPECIFICATION FOR:

Senior Family Services Specialist

General Statement of Duties:

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

Distinguishing Features of Class:

This is the full-performance level of the social worker series. The incumbent provides professional case management services involving intensive concentration in the areas of child and adult welfare. A position in this class is distinguished from Social Worker by its broader scope of duties and greater knowledge and by more independent application of professional skill, and those positions which provide intensive and specialized casework services requiring high-level social work skills (e.g., protective services, family-based therapy) may be allocated to this class. The employee may function as a lead worker or as backup to the Casework Supervisor; may serve as a trainer or resource person to social workers and other staff; and/or may supervise a special project or program. Work is performed under general supervision. Guidance and help are received from the Casework Supervisor only in the more unusual and difficult case situations. Generally the caseload is limited so that the worker may give more intensive and continuing services to clients.

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

- Participates in consultations and intensive casework services in cases involving complex situations;
- Provides services requiring a deep understanding of human behavior and motivation and the ability to effect change;
- Determines initial and continuing need and directs efforts toward prevention and/or rehabilitation;
- May develop content and curricula for and lead client groups;
- May provide consultation, training and education to community groups and organizations;
- Counsels on difficult problems such as those involving marital difficulties, alcohol/substance abuse, illegitimacy, and emotional problems;
- Performs crisis intervention and counseling as needed;
- Develops and implements treatment plans for neglected, disturbed or mentally retarded children and children in foster homes;
- Assists in or selects foster homes and arranges for care and supervision of children;
- Assists in or handles the more difficult adoption cases;
- Prepares reports and paperwork for and testifies in court cases;
- Is knowledgeable of and refers clients to other community resources and agencies for services as needed;
- Serves as lead worker and may supervise a work group during the absence of the supervisor;
- Acts as agency contact or expert on one specialized program and may train staff on program;
- Performs special project work as needed;
- Interprets program formally in conferences with other agencies and makes presentations to the community and professional groups and associations;
- Promotes community organizations and services in the interest of the client population;
- Establishes and maintains case records and makes reports;
- Attends institutes, meetings, and conferences and participates in staff development activities;
- Performs related work as assigned.

Required Knowledge, Skills and Abilities:

Considerable knowledge of current social, economic and health concerns; considerable knowledge of the federal Social Security Act and of casework philosophy, methods and practices; considerable knowledge of individual and group behavior and of current literature and trends in the social work field; knowledge of community resources available to meet clients' needs; ability to make independent judgments; ability to understand and interpret laws and regulations and to deal effectively with the public; ability to plan and organize work; ability to gather facts and report them accurately and to write reports.



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Minimum Education and Experience:

Education: Master 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.0029

Career Code:

Date of last Revision: 21-Feb-2013