

## SOCIAL WORKER

### KIND OF WORK

Professional social case work.

### NATURE AND PURPOSE

An employee in this class provides case work services to clients, patients and relatives. This involves conducting case investigations, assembling and analyzing background data, recommending plans for client care, reviewing documents and conducting audits. Supervision is provided through review of reports and by conference.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Interviews patients and relatives to gather social history information relating to patient's illness.

Analyzes social history data, dictates case material and maintains patient's social history record.

Prepares social history data for presentation to clinical team.

Participates in clinical team meetings and treatment and discharge planning conferences.

Corresponds with patient's relatives, social agencies, courts and others concerning their interest and previous contacts with patients.

Exchanges social history information with other clinical personnel within the institution relating to patient's adjustment to treatment.

Interviews patients concerning their adjustment to treatment and helps them to recognize their problems and develop an adequate approach to their solution.

Interviews personnel of community agencies relative to developing adequate discharge plans for patients.

Conducts social audits of county welfare services, examines case records in various categories of assistance and ascertains compliance with state and federal requirements.

Reviews processing of adoption documents prior to submission to court.

Validates clients statements by interviewing clients in their homes.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Knowledge of the modern principles, practices and techniques of the social work field.

Knowledge of community resources.

Ability to:

Ability to work with the personnel of other agencies in referral of patients for planning and discharge conferences.

Ability to establish satisfactory working relationships with clients, their families, other social service personnel, public officials and private citizens.

Ability in oral and written communication.

Ability to prepare complete case histories and social service investigation reports.

Est.: 7/67  
Ckd.: 12/92

T.C.:  
Former Title(s):